IMPERIAL

Welcome to Imperial College School of Medicine!

This guide has been created to give new medicine (MBBS/BSc) students more insight into how their programme will run in Year 1, which we call Phase 1a. You will find information about student groupings, your timetable, and which campuses you will be taught on, as well as guidance on important policies (e.g., the attendance policy) and the structures in place to support you both academically and pastorally. This document also contains essential information on your health and safety on campus and how you should be participating in your teaching sessions.

1. Your arrival and induction

You have access to the [Induction Hub,](#) which gives you all the information you need before coming to Imperial in September 2025. Please ensure that you read and follow the guidance and complete your registration and the required forms as indicated.

Your first day of teaching is 29 September 2025, and this is the first day you will be expected on campus[1]. We will email you in advance to confirm where you need to be (campus and room), how to get there, and at what time. On your first day, you will meet some of your fellow students and take part in important sessions that explain your programme and what it means to be a medical student at Imperial. You will also receive your Imperial iPad. **You will need to bring your passport/national ID card with you on the first day, so we can verify your identity.** Please also ensure that you complete your [iPad agreement](#) before you join us on campus.

Students who have secured student accommodation and who have completed the ID card processes by the required deadline will receive their ID cards from their Hall Team. Students who are not staying in student accommodation will receive their ID cards from the Programmes Team on the first day of the programme. Section 10 of this document outlines who the Programmes Team is.

2. Your health and safety

2.1 Safety guidance

Your Induction Hub contains information regarding occupational health, as well as links to digital content covering personal safety, fire safety and lab safety. It is very important that you read and follow the guidance provided. Please also see the School of Medicine's health and safety policy: https://medlearn.imperial.ac.uk/med-students/health-and-safety/ (Please note that this link can be accessed once you have your Imperial username and password)

2.2 Occupational health (OH) appointment

During the first week you will have your first Occupational Health (OH) appointment. This appointment is individual to you, and you will receive an email with the date, time, and location of the appointment the week before the start of term. Please note that your OH appointment may be scheduled at the same time as some of your teaching sessions. If this is the case, your OH appointment takes precedence, and you should catch up on the other session(s) at a later point as needed.

All medical students are required to attend an OH appointment before undertaking clinical placements. **You must submit your online medical consent form before you attend your OH appointment.** The OH team will send the link to the form to your Imperial email address roughly two weeks before the start of term. **You must bring your passport or national ID card with you to the OH appointment.**

2.3 Incidents and accidents

If you have an accident on campus, or a near miss, it is important that you report this correctly. Further information (including definitions), as well as a link to the reporting form, is available here: [https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/.](https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/) There will be an investigation, but this is just to help establish the cause and to help prevent reoccurrence. The university operates a "no blame culture" so do not be afraid to report.

If there is an incident requiring first aid or medical attention, contact the Emergency number (020 7589 1000) who will send a trained First Aider and will call for more help if required. If you are in a clinical area, speak to the local ward staff or refer to the A&E department.

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[1] Please note that students living in halls of residence will be moving in on or before 27 September 2025. Further information is available here: https://www.imperial.ac.uk/students/accommodation/prospective/ug/halls/

For needle stick injuries contact Occupational Health or the Site Practitioner via the switchboard if it is out of hours.

2.4 Important safety contacts
Occupational Health   020 7594 9401
Security   020 7594 8910
Safety Department   020 7594 9423
Estates helpdesk   020 7594 8000
ICT Helpdesk   020 7594 9000

We also recommend that you download the [SafeZone app](#), which connects you directly to the Community Safety and Security team whenever you need urgent help on campus.

3. Campus and room information
For face-to-face teaching, you will be based at Charing Cross (CX) and South Kensington (SK) campuses. When you are on placement, your location will vary and will depend on which GP practice or hospital you have been allocated to.

3.1 Teaching rooms
Below is a list of South Kensington (SK) and Charing Cross (CX) rooms where you will have most of your teaching during the autumn term. You can find further information on these rooms in our room guide:
https://www.imperial.ac.uk/medicine/fom-staff/support-and-services/medicine-timetabling/important-information/

Risk assessments have been conducted for each of the rooms that you will be taught in, and for each type of learning activity (e.g., lab session). These risk assessments have been undertaken to ensure that the right procedures are in place to maintain a safe teaching environment.

South Kensington (SK)

RCS1 212A - Versatile Teaching Laboratory (VTL) 2A
RCS1 212B - Versatile Teaching Laboratory (VTL) 2B
RCS1 212C - Versatile Teaching Laboratory (VTL) 2C
RCS1 310A - Teaching Room 3A
RCS1 310B - Teaching Room 3B
RCS1 311A - Versatile Teaching Laboratory (VTL) 3A
RCS1 311B - Versatile Teaching Laboratory (VTL) 3B
RCS1 311C - Versatile Teaching Laboratory (VTL) 3C
SAFB G16 - Lecture Theatre - Level 1
SAFB 119 - Seminar Room

Charing Cross (CX)

CXGH 1.14 - Glenister Lecture Theatre
CXLB 1305 - 13th Floor Anatomy Laboratory
CXLB 1409 - Anatomy Dissecting Room
CXLB 721 A – Teaching Room 1
CXLB 721 B – Teaching Room 2
CXLB 722 A – Teaching Room 3

CXLB 722 B – Teaching Room 4
CXLB 723 – Teaching Room 5
CXLB 724 – Teaching Room 6
CXLB 731 – Teaching Room 7
CXLB 1107(A-J) – Communication Skills Rooms
CXRB 102 - Brian Drewe Lecture Theatre
CXRB 104 - Room A (Examination)
CXRB 105 - Room B (Examination)
CXRB 106 - Room C (Examination)
CXRB 107 - Room D (Examination)
CXRB 108 - Room E (Examination)
CXRB 110 - Room F (Examination)
CXRB 111 - Room G (Tutorial)
CXRB 112 - Room H (Examination)
CXRB 113 - Room I (Tutorial)
CXRB 114 - Room J (Examination)
CXRB 115 - Room K (Tutorial)
CXRB 116A - Collaborative Learning Suite A
CXRB 116B - Collaborative Learning Suite B
CXRB 116C - Collaborative Learning Suite C
CXRB 119 - Room L (Examination)
CXRB 120 - Room M (Tutorial)

The following bullet points explain the naming convention for the above rooms. This should help you to navigate campus when you first arrive.

- The first letters (and numbers) of the room name indicate the name of the building the room is in. SAFB for example is short for Sir Alexander Fleming Building in South Kensington. RCS1 is short for Royal College of Science Building, which is located next to SAFB. CXLB is short for the Lab Block at Charing Cross, and CXRB is short for the Reynolds Building opposite the Lab Block.
- Typically, the first digit of the room name denotes the floor. RCS1 **2**12A, for example, is on the second floor.
- The latter digits of the room name indicate its location on the relevant floor. Rooms are numbered sequentially and clockwise from the main access point.
- A suffix letter normally denotes rooms with a movable partition, e.g. RCS1 212**A**.

3.2 Room usage
The capacity of most teaching rooms is fixed. Room layouts have been determined to balance health & safety with education experience. The layout of each room will not usually change between sessions. Students should not themselves change the layout of any room that they use for ad hoc personal study, since this will affect teaching sessions and cause extra work for staff, who will need to return the room layout to its original iteration.

4. Your timetable and session types (including online learning)
You will be given a PDF timetable for week 1 of your programme before you arrive. This will be published on the Induction Hub and will help you to plan your first week. Please note that this timetable is subject to change until 26 September 2025. **We suggest that you download the timetable after this date and make sure that you have it available on your device(s) so you can refer to it during the first week.**

After this time, you will be able to view your online timetable on [Imperial's timetabling system (CELCAT).](#) Further information is available on the student portal: https://medlearn.imperial.ac.uk/y1-2025-26/timetabling/timetable/ (Please note that this link can be accessed once you have your Imperial username and password)

You will see from your timetable that there are three types of scheduled learning sessions:

- **Face to face teaching on campus and placements:**
    - You are scheduled to have face to face teaching for most of your sessions. This includes your placements.
    - You will be allocated to student groups and should stay within your student group during your sessions. Students are not permitted to change groups or attend sessions not scheduled for their group.
    - Your session is face to face if a room is attached to the booking on your timetable. For placements however, your timetable will indicate a block booking without room information.
        - Placement details for your GP placement days will be provided by the Primary Care team via email in advance. Students will be allocated to various GP practices across London in small groups.
        - Placement details for your hospital placement, which is scheduled for May 2026, will be provided by the Programmes Team closer to the time.

- **Guided online learning (GOL):**
    - You will have guided online learning sessions, which cover course content that is scheduled for you but can also be studied in your own time. There will be interactive elements to these sessions, like quizzes, but you will not directly interact with staff or fellow students in real time.
    - On the timetable these sessions will appear under the event category "Guided Independent Study" and will have no room assigned.
    - You can find the content for these sessions on our digital learning platform (Insendi) under the relevant module/domain section.
    - The guided online learning sessions don't need to be completed at the time they have been scheduled, but we recommend that you get into the habit of doing this, so you can stay on top of your studies. If a guided online session covers content that you will need to know before a subsequent live online or face to face session (indicated by "part 1 of x" in the title) please make sure you complete it before the next part is scheduled.

- **Live online learning (LOL)**
    - On occasion you will have live online learning sessions where teaching is delivered via Microsoft Teams or Zoom. These sessions are usually interactive and may have breakout rooms which allow virtual small-group discussion.
    - Your timetable will indicate "Remote room" as room information for these sessions and will provide a clickable link to the session. You will need to click the session link and then join the session.
    - You must ensure you have Microsoft Teams and Zoom installed on your devices. Joining sessions via the dedicated applications for your devices (Windows, Mac, IOS, iPadOS, etc.) is strongly recommended to ensure best performance and maximum functionality. Do **not** use the browser to join sessions.
    - Please note that both Microsoft Teams and Zoom will allow you to sign in with your Imperial credentials. You must use your Imperial account to join all LOL sessions.
        - On Zoom, please use the option to sign in via SSO, then enter the domain **imperial-ac-uk** (note the hyphens "-"), which will take you to the Imperial sign-in screen where you can

enter your Imperial username and password. Zoom session access is blocked for users without Imperial credentials.

- On Microsoft Teams, sign in with your usual Office credentials (username@ic.ac.uk and password). Note that the session lead cannot permit you to access Teams sessions if you have not signed in with your Imperial credentials.

o You must ensure that your camera and microphone are working, with the expectation that your camera will be on during the session. You may wish to set up a virtual background ahead of the session if you are concerned about privacy.

5. Your student group(s)

Below is a brief explanation of your student groups and how we will use the different group sizes to deliver specific teaching sessions. These groups will be maintained throughout the academic year.

- **Phase of approximately 360:** This is the number of students that typically join Phase 1a (Year 1) of the Medicine programme (MBBS/BSc) at Imperial. This means that the entire number of students in your year group will be around 360. Sessions that involve the entire phase are usually lectures that run in larger lecture theatres or online. We also run sessions of this size for assessments.
- **Cohorts of approximately 90:** The phase is split into four to create cohorts of approximately 90 students. For timetabling purposes, we differentiate the cohorts by labelling them A, B, C and D. You will often have sessions that involve one or two cohorts together.
- **Small groups of 5-6**: Your small group are the students who you will work most closely with and who you will complete group assessments with for some of the modules, e.g. Clinical Scientific Integration (CSI) Cases. You will also share the same academic tutor[2]. To split the phase into groups of 5-6, we divide the cohorts (A-D) into eight (1-8) and then half (a/b). Small groups therefore can range from A1a to D8b, and commonly one tutor will look after two associated groups, for example A1a and A1b.
- **Communication skills groups of 2-3:** Some teaching sessions require smaller groups of approximately 3 students (e.g., communication skills). For these sessions the small groups will be split in half.

6. Your attendance and conduct

Imperial College School of Medicine operates an **attendance policy**, which can be found on our student portal: https://medlearn.imperial.ac.uk/y1-2025-26/professional-expectations/attendance/ (Please note that this link can be accessed once you have your Imperial username and password).

Students are expected to arrive to scheduled teaching sessions on time. If you arrive late to a session, you may not be admitted, or staff may ask you to leave. This is particularly important for any laboratory- or anatomy-based teaching, where latecomers may miss the mandatory safety briefing, or small-group sessions on sensitive topics, where latecomers may miss the ground rules for the session.

If you are unwell and therefore unable to attend your scheduled teaching sessions, you need to report this via the absence reporting form by 23:59 on the date of your absence: https://medlearn.imperial.ac.uk/y1-2025-26/professional-expectations/attendance/ (Please note that this link can be accessed once you have your Imperial username and password). The same form will also allow you to request leave, which you will need to do three weeks in advance of the dates you are requesting to take off.

Please note that **attendance is a regulatory requirement, governed by the General Medical Council for medical students (see** §4 *Achieving Good Medical Practice*) and by UK Visas and Immigration for students on Tier 4 visas.

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[2] Further information on tutors is available in the section on academic tutoring and welfare below.

We expect students to attend their scheduled teaching, so we can assure these regulatory bodies that students have met the requirements of their programme, and, where relevant, their visa. **Repeated unexplained absence is taken very seriously and will be dealt with, according to severity, by the phase leadership or the student conduct team. Persistent absence may necessitate an interruption of studies (IOS) or withdrawal from the programme.**

Being a medical student always requires a high standard of behaviour both inside and outside the programme as you prepare to develop into a healthcare professional of the future. Reading the GMC's *Achieving Good medical practice: guidance for medical students* will help you identify the principles and values that are expected of you (see §4 *Achieving Good Medical Practice*).

6.1 Attendance monitoring
We will monitor your attendance in various ways throughout the programme:
- **by recording attendance data in the MyImperial app.** Please download the app before joining us on campus. You will receive instructions on how to log your attendance via the app in your first week.
- **by asking you to scan a QR code with your iPad at the start of some of the on-campus teaching sessions**. Please ensure you are signed into the student portal (MedLearn), then scan the QR code. Students who successfully scan the QR code also receive an automated confirmation email from the student portal (MedLearn) to their Imperial email account. If you are ever unsure whether you scanned the QR code correctly, you can check whether you have received the confirmation email.
- **by recording attendance data directly on Microsoft Teams and Zoom for your live online sessions.**
- **by taking paper registers for sessions related to assessment.**

It is important that you **do not** attempt to falsify your attendance data. We expect medical students to behave with integrity and if we see that data has been falsified this will be considered a serious professionalism and conduct concern: Professional behaviour and fitness to practise - GMC

6.2 Additional mandatory programme requirements and training
In addition to attending your scheduled teaching we expect you to comply with in-course mandatory training and certification as required. This includes your **Basic Life Support (BLS) training and certification,** as well as additional training that you need to complete throughout your course, on **e-Learning for Health (eLfH)** and other platforms. You are also required to complete **training on plagiarism** and complete the plagiarism quiz. Non-compliance with required training and certification may result in a referral to the student conduct team and can directly affect your progression.

7. Your online platforms
We use a variety of platforms to support your education at Imperial. Below is a short list of the most common platforms and what they are used for. Please note that you will be given access to them closer to the start of your programme, and only once you have registered with Imperial and have received your Imperial login credentials. Your Imperial-provided iPad is compatible with the below platforms.

- **MedLearn**: hosts your student dashboard, which links out to all other relevant platforms, as well as your assessment information and the A-Z for medical students where you can find answers to most of your standard questions. You can also arrange meetings with your academic tutor and view your e-portfolio, where you can find assessment results and upload evidence of your professional development.
- **Insendi**: hosts your learning content. Each module has its own Insendi area where you can find lesson materials, videos, quizzes, and other relevant learning content.
- **Sofia**: hosts the curriculum map and provides information around module and topic learning outcomes (MILOS & TILOS).

- **Panopto**: hosts teaching session recordings.
- **Risr/assess**: is our assessment platform and mainly used for formative and summative examinations.
- **LAMS:** is another assessment platform, primarily used for team-based learning sessions as well as formative and summative assessments.
- **SparkForms:** is the platform you will use to complete your workplace based assessments (WBAs) while on hospital or GP placement.

8. Your Academic Tutor

Every student is assigned an [Academic Tutor](), whose role is to help you develop effective learning techniques and offer pastoral guidance during Phase 1. You will meet your tutor for the first time early in Term 1. The FEO Tutoring Team will arrange this meeting and will email you in advance, to inform you who your tutor is, and when and where to meet them. Your Academic Tutor normally has up to 12 tutees (two small groups), and your initial meeting will include other students within the relevant small groups. During Term 1, you will also meet your tutor one-to-one. These group and one-to-one meetings will continue throughout the year.

Your Academic Tutor not only supports your transition into university but also helps you to hone your academic study skills so you can succeed at university. They will also be a first point of contact for any other concerns or worries you may have. For more information about your Academic Tutor or any other questions around tutoring, please [contact the FEO Tutoring Administrator]().

9. Your Welfare Team

Your Welfare Team is here to offer confidential and non-judgemental advice regarding a wide range of wellbeing issues. No issue is too big or too small. The team have experience of supporting students with navigating their unique personal circumstances (physical health, mental health, personal and financial circumstances) during their academic journey. The team can help you access additional support services such as the Mental Health and Counselling Team, the Disability Advisory Service and other healthcare providers such as Occupational Health and/or the Imperial Health Centre, as well as financial aid packages and advice on accommodation concerns.

The Welfare Team are your first point of contact for support and advice and work closely with your student union to hear your thoughts on wellbeing and how you want your services improved. You can also find a wide range of self-help guides on the bespoke welfare and wellbeing site on the student portal: https://medlearn.imperial.ac.uk/welfare/ (Please note that this link can be accessed once you have your Imperial username and password)

Fortnightly during term, you will receive the "Welfare Wednesday" bulletin to your Imperial email address. This will cover vital wellbeing information about services, campaigns, upcoming events, and helpful guidance. Please do take the time to read these bulletins. We also suggest adding them to your favourites so you can easily access them when you need to.

If you are ever unsure about where to find support, please email the [FEO Welfare Team]() (Fran, Carly, Mike, and Felicity). They can signpost you to support services or lend a sympathetic ear if you want to speak about something that is on your mind. For further information about your welfare team, please see: https://medlearn.imperial.ac.uk/welfare/useful-links/meet-the-welfare-team/ (Please note that this link can be accessed once you have your Imperial username and password)

In addition to the welfare team, some students may wish to meet with the Senior Tutor, who supports students with additional health and wellbeing concerns. Each year group has at least one Senior Tutor. You will be introduced to your Senior Tutor early in Term 1. For further information about your Senior Tutor, please see: https://medlearn.imperial.ac.uk/welfare/health/senior-tutors-in-school-of-medicine/ (Please note that this link can be accessed once you have your Imperial username and password)

10. Your Faculty Education Office (FEO) Programmes Team

If you have any questions about your programme, assessments, or any of the above arrangements, please email feo.phase1a-b@imperial.ac.uk. You will get a response from a member of the Phase 1 FEO Programmes Team within two working days:

- Responsible for the administration of the curriculum: Jen Grote, Sasha Lindsay and Mehdiya Karim
- Responsible for the administration of assessments: Labbie Farrell

On Mondays during term time, the FEO programmes team will send a weekly bulletin to your Imperial email address with information on your programme and upcoming deadlines and events. Please keep an eye out for these bulletins and read them carefully.

We look forward to seeing you on campus soon!

Appendix: Helpful links and guidance

General information and links to departmental sites

- Access key dates and term dates: www.imperial.ac.uk/whats-on/, https://medlearn.imperial.ac.uk/med-students/term-dates/
- View accessibility information: www.accessable.co.uk/organisations/imperial-college-london
- Access the Imperial College Union Advice Centre: www.imperialcollegeunion.org/advice
- Read the information around the use of IT resources: https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/
- View information on Imperial's shuttle bus: www.imperial.ac.uk/estates-facilities/travel/shuttle-bus
- View the Safety Department pages: www.imperial.ac.uk/safety
- View the Occupational Health pages: www.imperial.ac.uk/occupational-health
- Read the Imperial values: https://www.imperial.ac.uk/about/values/
- Read the Imperial Success Guide: www.imperial.ac.uk/students/success-guide/
- See further information on Move Imperial: www.imperial.ac.uk/sport
- Access information on graduation: www.imperial.ac.uk/graduation
- Access information on Alumni services: www.imperial.ac.uk/alumni

Regulations and policies

- Read Imperial's Health and Safety Policy: www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/
- Read the policy on Fitness to Practise Medicine: https://www.imperial.ac.uk/counselling/mental-health-guidelines/fitness/
- Read Imperial's Smoke-Free Policy: https://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/