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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 very much a part of this 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 help you reach your true potential.

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.

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 380 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 access to gym and swimming facilities (following an annual fee of £30 in 2018-19) across our campuses.

Our Principles

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

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

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

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

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

www.imperial.ac.uk/students/our-principles
Introduction from the President of Imperial College Union

Hello and welcome to Imperial!

You’re about to have a brand new start and set off on the next part of your learning career, so on a personal note from me, congratulations on your choice of university because what better place to be than here!

Here at Imperial we really try to live up to the cliché of “something for everyone” and offer as wide and diverse an experience as possible. Imperial College Union is here for all of your needs right from the word go, through your studies and beyond.

Imperial College Union is proud to say we’re an organisation for students, led by students, tackling issues that matter to students. You’ll see your five Officer Trustees, one of which is myself, around our campuses, on posters and sending you all emails. We’re a group of five students that have taken time out of our studies to represent you. If you ever have questions or ideas that your department can’t help with, we’re normally a great place to start.

We have over 380 clubs and societies for you to get involved in which is a great chance to try something new over your time at Imperial. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your personal development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We’re located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a great year and I will see you around.

Rob Tomkies

Imperial College Union President 2018-19

union.president@imperial.ac.uk
imperialcollegeunion.org
1. Introduction to the Department

Welcome from the Director of the School of Public Health

As Director of the School of Public Health I wish to welcome you. Imperial is an international institution attracting students from more than 125 countries.

The School of Public Health is committed to improving health in populations throughout the world. Our aim is to achieve better health in the population through strengthening the public health science base, training the next generation of public health leaders and influencing health policies and programmes around the world. Our courses are taught by experienced teaching staff who are all cutting-edge researchers and health professionals.

The School’s strength lies in its ability to draw on the critical mass of research expertise found throughout its departments and across Imperial. We hope that you will enjoy your learning with us.

Professor Deborah Ashby
Director of the School of Public Health

Welcome from the Director of Education for the School of Public Health

Welcome to London, to Imperial and to the School of Public Health, and thank you for choosing to study public health with us. Public health is a fascinating and challenging subject with the potential for improving the lives of people locally and globally. You will learn about the major health challenges of our time, the strategies and interventions available to tackle them, and how to assess the evidence of their impact.

You are joining a School with expert researchers, teachers and other students in epidemiology, clinical medicine and related disciplines. I encourage you to make the best use of opportunities to talk to staff and students, tell us your interests and share your aspirations.

As Director of Education, and teacher on various modules, I look forward to meeting you.

Professor Helen Ward
Director of Education

Imperial College London
Consistently rated amongst the world's best universities, Imperial College London is a science-based institution with a reputation for excellence in teaching and research that attracts 14,000 students and 6,000 staff of the highest international quality.

Innovative research at the College explores the interface between science, medicine, engineering and business. Underpinned by a dynamic enterprise culture, Imperial's research endeavours to deliver practical solutions that are geared towards improving quality of life and the environment.

Since its foundation in 1907, Imperial's contributions to society have included the discovery of penicillin, the development of holography and the foundations of fibre optics. This commitment to the application of research for the benefit of all continues to this day, with current focuses including interdisciplinary collaborations aimed at improving health in the UK and globally, tackling climate change and developing clean and sustainable sources of energy.

Professor Alice P. Gast is the President of Imperial College and Professor James Stirling is Provost of Imperial College (Education and Research). Professor Simone Buitendijk is the Vice-Provost (Education) and is responsible for developing, facilitating and supporting the College's overarching strategy for the provision of undergraduate and postgraduate education and continuing professional development, and for the quality of the education provision. Within this remit, the Vice-Provost
(Education) provides advice to the President, Provost, Provost's Board and Senate on all matters relating to education.

Faculty of Medicine

The Faculty of Medicine was established in 1997 by bringing together the major West London medical schools. The Faculty is one of Europe’s largest medical institutions - in terms of its staff, student population and its research income. With an annual research spend of over £160 million, the School is able to engage over 1,500 academic and research staff in cutting-edge research. Professor Gavin Screaton is Dean of the Faculty of Medicine and is also the College’s Vice Principal (Health).

The School of Public Health
https://www1.imperial.ac.uk/publichealth/

The School of Public Health, headed by Professor Deborah Ashby, comprises four main departments with particular strengths in research and teaching in epidemiology, public health, biostatistics, primary care, social aspects of health and health interventions in human populations. Research from the School was rated top of any University in the UK by the 2014 Research Excellence Framework (REF) assessments for Public Health, Health Services and Primary Care.

The School of Public Health is committed to teaching. Professor Helen Ward is the Director of Education of the School of Public Health. The School's researchers contribute to the undergraduate medical degree course. The School of Public Health offers postgraduate taught courses for students with an interest in epidemiology, public health and human molecular medicine (in the Department of Genomics of Common Disease) as well as an intercalated BSc in Global Health. The programme of research degrees in the School of Public Health and the Faculty offers students the opportunity to study for MRes (Biomedical Research: Epidemiology, Evolution and Control of Infectious Diseases), PhD, MPhil or MD (Res). The School also organises a number of short professional courses. Please find out more about the School of Public Health and its Departments by visiting the Departmental webpages.
Academic and administrative staff

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Attendance and absence

Please see Attendance Policy document on Blackboard

Attendance will be monitored each week. Students will be required to have their ID card scanned.

Any non-attendance should be notified to the Faculty of Education office. Reporting non-attendance is considered a matter of professionalism.

Unjustified absences will result in a warning regarding insufficient attendance. If there is no improvement after this, details will be passed to the FEO for follow up. Insufficient attendance may result in the candidate not being able to complete the course.

If you miss an examination through illness you must contact your Senior Undergraduate Teaching Fellow on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

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.

Absence Reporting

To register absence due to illness of up to 7 calendar days, GP or other medical appointments, please complete the absence log form on Blackboard.

If you are ill for more than 7 days or suffering from a chronic illness, in addition to completing the online log, you should speak to their Personal Tutor and the relevant FEO Programme Officer / Administrator. For periods longer than 7 consecutive days including weekends, supporting documentation is require e.g. doctor’s letter.

Requesting leave

If you wish to request a leave of absence for any reason other than illness (e.g. for family event or sporting or other extracurricular activities) you should do so in advance, by submitting a leave request on the same form used to report absences. This will be seen by your Programme Officer/Administrator who will contact you to approve your leave or to discuss in further.

Please note that, except in exceptional circumstances, a maximum of 3 days is allowed in any one academic year.

Please be aware that although the School of Medicine is very supportive of students participating in extra-curricular and sporting activities we do expect all students to put their studies first.

Absence Log Form / Leave Request Form

Please go to Blackboard and use the Reporting Form

Out of courtesy we ask that you also notify the course administrator, Beatrix Rozsa b.rozsa@imperial.ac.uk so that any group work can be adjusted.

Key dates 2018–19

Term dates

<table>
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</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>29 September - 14 December 2018</td>
</tr>
<tr>
<td>Spring term</td>
<td>5 January - 22 March 2019</td>
</tr>
<tr>
<td>Summer term</td>
<td>27 April - 28 June 2019</td>
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Closure dates

Christmas/New year: 24 December 2018 – 1 January 2019
(College reopens on 2 January 2019)
Easter holiday: 18 April – 23 April 2019
(College reopens on 24 April 2019)
Early May bank holiday: 6 May 2019
Spring bank holiday: 27 May 2019
Summer bank holiday: 26 August 2019

Key events

Commemoration Day 17 October 2018

Course structure and dates 2016/17

Part A: Mon 24 September 2018 – Fri 5 October 2018
Part B:  Cluster 1 Mon 8 October 2018 – Fri 9 November 2018
Cluster 2 Mon 12 November 2018 – Fri 14 December 2018
Cluster 3 Tue 2 January 2019 – Fri 1 February 2019
Part C: Mon 25 February 2019 – 24 May 2019

Please see Blackboard for BSc Dates
2. Programme information

2.1 Introduction to the course

Global Health is a relatively new area of study that explores the increasing interconnectedness of health and its determinants. Major socioeconomic, environmental and technological changes continue to produce new challenges, ranging from the global epidemic in obesity through to the emergence and rapid spread of new infectious diseases. These problems compound existing inequalities in health that are experienced within and between countries. At the same time we continue to witness major scientific and medical advances that hold the promise of solving many of these problems, given the necessary leadership and commitment to ensure equitable implementation.

This course will comprise a two week introductory foundation course followed by two 5-week taught modules and a Consolidation module with either a research project or a specialist course (two 5-week modules).

2.1.1 Why Imperial College

Imperial College is already a world leader in public and international health, with major research programmes in the UK and overseas tackling key issues such as emerging infectious diseases, obesity epidemic, and climate change and health (together with the Grantham Institute).

2.1.2 Academic year

2018/19

2.1.3 Mode of Attendance

Full time

2.1.4 Duration

One year

2.2 Course overview

Overall Learning Outcomes for Students

By the end of your Global Health BSc year, students should be able to:

Knowledge:

1. Describe the global burden and distribution of morbidity, mortality and other indicators of health and wellbeing and outline how this affects different populations around the world
2. Explain how poverty, inequality and governance impact on global health outcomes for all and describe the mechanisms by which they do so
3. Explain the impact of climate change, conflict and other natural and anthropogenic events on the health of vulnerable populations around the world
4. Recognise the global institutions and actors responsible for identifying threats to health, delivering healthcare and health related services and critique their activity

Skills:

5. Identify and describe different types epidemiological data and demonstrate critical assessment of evidence generated
6. Analyse and critique the evidence base for interventions undertaken to reduce the burden of disease and interpret this for specific settings and groups

Attitudes:

7. Consistently employ scientific veracity and integrity in your practice
8. Consistently illustrate ethical scientific conduct in your practice
2.2.1 Part A (Introductory course)

Module director: Dr Rahma Elmahdi / Mr Gurnam Johal

Aim: To provide a broad overview including the scope of global health, the range of disciplines contributing to global health scholarship, and to introduce the basis of research methods and the role of research in global health.

2.2.2 Part B (Cluster 1, 2 and 3)

Module director: Dr Graham Cooke, Prof Paolo Vineis, Dr Rahma Elmahdi / Mr Gurnam Johal

Aim: To explore the range of disciplines contributing to global health scholarship, and introduce the global burden and distribution of diseases (Modules 1 and 2). To understand how these are related to broader determinants of health including the process of globalisation. The research methods theme, started in the introductory module, is developed further through each of the Part B modules. There will be a student-led discussion at the end of each module for student feedback (to complement SOLE feedback).

2.2.2.1 Module Causes of disease, morbidity and mortality – communicable and non-communicable disease causes and contributors to global ill health and evidence and interventions for these.

By the end of the module, students should be able to:

1. Describe the clinical manifestation, pathological processes and mechanisms for disease significant to the management and prevention of a given disease
2. Describe the global distribution of disease and illustrate these patterns of distribution through use of theoretical frameworks
3. Critically appraise the effectiveness of different prevention interventions in reducing the burden of a given disease
4. Develop ideas for effective prevention interventions for reducing the burden of a given disease

2.2.2.2 Module Global Health Governance – Global health frameworks, institutions, systems, policies and financing.

By the end of the module, students should be able to:

1. Describe and critique the system of global governance for health including the actors, politics, policy and mechanisms of action
2. Explain the role and structure of a health system and critically assess the effectiveness of different forms of healthcare provision around the world
3. Discuss the importance of evidence in the creation of global health policy and critically assess examples of the application of evidence-based policy
4. Describe the history of international development and critically assess the effectiveness of health interventions using political and economic theories of poverty, inequality and development

2.2.2.3 Module Skills and Methods for Global Health – Data, methods and critical appraisal of evidence generated for global health.

By the end of the module, students should be able to:

1. Differentiate between types epidemiological data and study
2. Demonstrate critical assessment of evidence generated from different epidemiological studies
3. Devise an appropriate study design for a given global health research question
4. Communicate Global Health evidence to diverse audiences

2.2.2.4 Community Group Placement

By the end of the module, students should be able to:
1. Explain the overall purpose of local community groups; why they are formed, what services they provide, how they are maintained.
2. Familiarise yourself with the specific nature and purpose of the community group in which you are placed.
3. Identify the services provided by the community group to its local population; who it serves and how.
4. Describe the typical route leading to engagement with the group by participants and the challenges or facilitators to this.
5. Assess the general and specific needs of group members, how these are different from the wider population and why are they important to address.
6. Advocate for resources for the group by presenting positive outcomes attributable to group activities.
7. Produce an Asset-based community development (ABCD) report advocating for resources based on information collected during your placement period and other sources.

2.2.3 Part C (Projects)

Module director: Dr Mariam Sbaiti

Aim: Global Health BSc Projects provide an opportunity for students to learn scientific research principles skills through applied research with one of our teams at Imperial College or partner organisations. Projects involve either a systematic review or original research (primary or secondary data, including quantitative, qualitative and mixed methods approaches). The Module is 11 weeks long and students receive weekly feedback through direct supervision with a main supervisor and co-supervisor. Students are to present a formative Protocol Presentation in week 2.

2.3 Reading list

All reading is available on Leganto. Please contact Beatrix if you have any question.

2.3.1 General Reading List

Introductory course book for Research Methods;
   - Neil Pearce, *Handbook of Epidemiology* - can be downloaded free

Generic Global Health Texts:

Health Policy Text:

Other useful resources

2.3.2 Module Reading List

The reading list can be found on the individual cluster pages of the BSc Global Health Blackboard. Links to essential and recommended reading for lectures will be placed on the Leganto Reading List. Please see Library website.
3. Assessment

3.1 General information

Instruction to Candidates for Examinations

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

Instructions for exam candidates can be found here:

[link to instructions]

Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences (cheating) or dishonest practice. Full details of the policy can be found here.

Plagiarism

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

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

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

Collusion

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

Exam offences

Exam offences include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

Dishonest practice / Cheating

Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment.

Please refer to the pdf via the link below, which can also be found on the A-Z directory within Blackboard.
3.2 Assessment details

There is one formative in-course assessment for the Introductory Module and two summative in-course assessments for each of the three main modules, plus the part B examination (held in February).

Modules 1, 2 and 3 each include two in-course assessments:

Module 1

(During Cluster 1 - Consolidation and Assessment week)

1. Critical appraisal of an Epidemiological/Observational study (timed exam) (ICA1)
2. Global Health Challenge in Infectious Disease (Individual Vlog) (ICA2)

Module 2

(During Cluster 2 - Consolidation and Assessment week)

3. Critical appraisal of an RCT (timed exam) (ICA1)
4. Global Health Intervention in non-communicable disease (press release) (ICA2)

Module 3

(During Cluster 3 - Consolidation and Assessment week)

5. Critical appraisal of a Systematic Review +/- meta-analysis (timed exam) (ICA1)
6. Community Asset based community development (ABCD) Assessment (group presentation) (ICA2)

Please note that it is compulsory to submit each in-course assessment although it is not necessary to pass in order to pass the Part B module.

Please refer to the Year 4 study Guide for the standard marking scheme for in-course assessment essays.

In each Module, there will be a practice session of the in-class test based on a past paper so that students may familiarize themselves with the format of the exercise.

3.2.1 Part A - Introductory Module assessment

This module is assessed by a single piece of in-course assessment. This assessment is a PASS/FAIL assessment, meaning that the mark for this in-course assessment will not contribute to your BSc mark. However, material taught in the Introductory Module (Part A) is examinable in the Part B examinations. In addition, the in-course assessment mark can be used in your allocation to a BSc project. Failure to pass this Module can result in students being withdrawn from the BSc.

The ICA will be an online MCQ exercise. Details of the ICA are in a separate document and will be discussed in Week 1.

3.2.2 In-course assessments (ICA) [Summative – Part B]

Each Module is assessed with 2 in-course assessment and with Final Part B written examinations (February). For details and guidance please see Blackboard.

3.2.2.1 Module 1

- ICA 1
Critical appraisal of an Epidemiological/Observational study (timed exam) (15%)

90 minute, in-class timed test: Students will be given an unseen Epidemiological/Observational Study and asked to answer sections of the CASP Review Checklist through structured critical appraisal of this paper. This timed exam will assess learning outcomes from the SMGH module (Cluster 1).

- ICA 2
  Global Health Challenge in Infectious Disease (Individual Vlog) (15%)

An individual submission of a 5 minute Vlog (Video blog) on what you deem to be a global health challenge in Infectious disease. Further details for this will be provided on Friday 12th October 2018 and will be made available on Blackboard from this date. This Vlog will be submitted individually and will assess learning outcomes from your CDMM and GHG modules (Clusters 1).

3.2.2.2 Module 2

- ICA 1
  Critical appraisal of an RCT (timed exam) (15%)

90 minute, in-class timed test: Students will be given an unseen Randomised Control Trial (RCT) and asked to answer sections of the CASP Review Checklist through structured critical appraisal of this paper. This timed exam will assess learning outcomes from the SMGH module (Cluster 2).

- ICA 2
  Global Health Intervention in non-communicable disease (press release) (15%)

An individual submission of a 1,000 word Press Release explaining the evidence for a recent non-communicable disease health intervention. Further details for this will be provided on Friday 16th November 2018 and will be made available on Blackboard from this date. This Press Release will be delivered individually and will assess learning outcomes from your CDMM and GHG modules (Clusters 1).

4.1.2.3 Module 3

- ICA 1
  Critical appraisal of a Systematic Review +/- meta-analysis (timed exam) (15%)

In-class timed test: Students will be given an unseen Systematic Review (SR) and asked to answer sections of the CASP Review Checklist through structured critical appraisal of this paper. This timed exam will assess learning outcomes from the SMGH module (Cluster 2).

- ICA 2
  Asset-Based Community Development (ABCD) Assessment Presentation (group presentation) (15%)

A 15 minute group presentation (including 5 minute Q&A) to advocate for resourcing to your GCP group. Further details for this will be provided on Friday 30th November 2018 and will be made available on Blackboard from this date. This presentation will be delivered as part of your CGP and Small Group Tutorial groups and will assess learning outcomes from your CGP and SMGH modules (Clusters 1 & 2).

3.2.3 Exam

3.2.3.1 Module 1
Section
A: Essay – Global causes of disease, morbidity and mortality (Cluster 1)
B: Data interpretation – Critical Appraisal of an Epidemiological/Observational Study (Cluster 1)
C: Short Answer Questions (SAQ) – Global causes of disease morbidity and mortality (Cluster 1)

3.2.3.2 Module 2

Section
A: Essay – Global causes of disease, morbidity and mortality (Cluster 2)
B: Data interpretation – Critical Appraisal of an RCT (Cluster 2)
C: Short Answer Questions (SAQ) – Global Causes of disease, morbidity and mortality (Cluster 2)

3.2.3.3 Module 3

Section
A: Essay – Global Health Governance (Cluster 1&2)
B: Data interpretation – Critical Appraisal of a Systematic Review (Cluster 2)
C: Short Answer Questions (SAQ) – Global Health Governance (Cluster 1&2)

3.2.4 Project [Part C]

Each student will undertake an individual project or take the specialist BSc course (Computational Medicine).

The projects will give the students the opportunity to undertake a piece of individual research. Projects may address any question relating to global or environmental health. The topic can be selected from a range offered by teaching staff (some of whom collaborate with external organisations such as Médecins Sans Frontières or Public Health England) or may be one suggested by the student. Projects may be
- Systematic review with or without meta-analysis
- Original research including:
  - Analysing an existing data set within one of the many research programmes
  - Undertaking the collection of new data, for example a survey, within the context of an existing clinical or research programme

Examples of project titles from Global Health BSc students in previous years’

- Guidelines in the food ration design for Home Grown School Feeding
- Feasibility and acceptability of repeat home-based HIV saliva testing using self-sampling oral swabs in men who have sex with men
- The NHS Health Check Programme in London: Is it addressing the needs of ethnic minority groups
- A systematic review of the efficacy and protective effects of dihydroartemisinin-piperaquine (DHA-PQP) compared to artemether-lumefantrine (AL) against *P. falciparum* malaria
- Prevention of liver cancer in low income countries?
- Terms of reference: Cross country analysis of school feeding coverage
- Treatment outcomes of patients co-infected with HIV +HCV
- The effect of urbanization on malaria transmission in sub-Saharan Africa
- Clofazimine for the treatment of DR-TB
- Treatment of Urinary Schistosomiasis in Northern Mozambique
- differ from initial infection with HCV?
- Antenatal screening for HTLV-1
- Adaptation to the health effects of climate change in Bangladesh
- What is the evidence for the effectiveness of workplace based interventions for staff health and well-being? (systematic map and synthesis)
- Targets for elimination of mother to child transmission (MTCT) of HIV (WHO/UNAIDS databases)
• Effective human resources for health policies-in-actions to achieve. Universal health coverage: a systematic review
• Cholesterol
• Novel biomarker soluble ST2 and chronic heart failure outcomes
• The role of International Health Partnerships in reverse innovation: a mixed methods study of THET-supported partnerships
• In utero exposure to air pollution and DNA methylation
• The impact of physical activity on the proteome
• The global burden of genetic dyslipidaemia (familial hypercholesterolaemia)
• Informal carers’ perspective on acute hospital care for patients with dementia
• To explore the extent to which innovations from Low-Income Countries are translated into the NHS
• Efficacy of Direct-Acting antivirals for Hepatitis C: A comparison of internet-based generic drugs with originator pharmaceutical
• The role of drinking water as a source of mineral nutrients in resource-poor coastal settings
• What is the risk of tuberculosis to healthcare workers? An updated meta-analysis
• A literature review of the effectiveness of programs delivering antiretroviral therapy (ART) in non-facility based settings in sub

**Project Prices**

• Julia Buckingham Prize – Best student in Global Health
• Evelyn de Rothschild Prize – Best BSc project (1st)
• Wellcome Trust Centre Prize for Global Health BSc Public Engagement and Social Impact
• Wellcome Trust Centre Prize for Global Health BSc Project Impact

For a full list of the Year 4 (BSc) Prizes: [http://tinyurl.com/kf729rq](http://tinyurl.com/kf729rq)

**3.2.5 Assessment code**

**Assessments:**

<table>
<thead>
<tr>
<th>Part B Examinations:</th>
<th>Part C Project:</th>
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</thead>
<tbody>
<tr>
<td><strong>Module 1</strong></td>
<td>12-week project exploring allocated research question (PCP)</td>
</tr>
<tr>
<td>A: Essay – Global causes of disease, morbidity and mortality (Cluster 1) (M1-SA)</td>
<td></td>
</tr>
<tr>
<td>B: Data interpretation - Critical Appraisal of an Observational Study/ Data interpretation from an Observational Study (Cluster 1) (M1-SB)</td>
<td></td>
</tr>
<tr>
<td>C: Short Answer Questions (SAQ) – Global causes of disease morbidity and mortality (Cluster 1) SAQ (including methods/skills) (M1-SC)</td>
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<tr>
<th>Module 2</th>
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<tr>
<td>A: Essay – Global causes of disease, morbidity and mortality (Cluster 2) (M2-SA)</td>
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<table>
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<th>Module 3</th>
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<tr>
<td>Part C Project:</td>
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<tr>
<td>12-week project</td>
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<tr>
<td>exploring allocated</td>
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<tr>
<td>research question</td>
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<tr>
<td>(PCP)</td>
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<table>
<thead>
<tr>
<th>In-course Assessments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1</strong> - (During Cluster 1 - Consolidation and Assessment week)</td>
<td></td>
</tr>
<tr>
<td>1. Critical appraisal of an Epidemiological study (timed exam) (ICA1)</td>
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<tr>
<td>2. Global Health Challenge in infectious disease (Individual Vlog) (ICA2)</td>
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<td><strong>Module 2</strong> - (During Cluster 2 - Consolidation and Assessment week)</td>
<td></td>
</tr>
<tr>
<td>3. Critical appraisal of a Randomised Control Trial (timed exam) (ICA3)</td>
<td></td>
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<tr>
<td><strong>Module 3</strong> - (During Cluster 3 - Consolidation and Assessment week)</td>
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</tbody>
</table>
### 3.3 Submission information

**Referencing**

You will be required to use Vancouver style referencing. Details are available in the Year 4 BSc course guide and online: [http://www3.imperial.ac.uk/library/subjectsandsupport/referencemanagement/vancouver](http://www3.imperial.ac.uk/library/subjectsandsupport/referencemanagement/vancouver)

**Penalties for late submission**

*Late submissions will be penalised with a zero mark!*

**Penalties for word count**

1% will be deducted from the awarded mark from assessed work for every 1% over the word limit. With the exception of figure/table legends as well as the reference list, all other text, including the referencing in it, is included in the word count subject to penalty. Please include your total word count in your submission.

**Essay submission details**

Instructions are available on Blackboard. To submit your assignment you will be required to create a document with the ‘Template for submission of written course work’ on Blackboard, to log into Blackboard [http://learn.imperial.ac.uk/](http://learn.imperial.ac.uk/) and to select the appropriate BSc Blackboard course to submit your In-course Assessment.

**Issues with Blackboard submission**

If you experience issues with the Blackboard portal whilst submitting an ICA please follow the advice below.

**Scenario 1:** Blackboard is not working and you are close to the deadline

>> Please send your document (In word or PDF format) to feo.bsc@imperial.ac.uk (and NOT contact Teaching Fellow or Beatrix Rozsa)

**Scenario 2:** Blackboard is not working well in advance of the deadline (e.g. the day before)
Please email FEO (Simon Tegart interim admin) (feo.bsc@imperial.ac.uk) and Akram Ameen, (elearning.medicine@imperial.ac.uk) our learning technologist, letting them know about the issue.

If this is not resolved quickly, then please email your final ICA to Nicole Harbert as described above.

Students re-sitting the year

If you are retaking the year you are expected to submit an original piece of work for each module. Resubmission of work that is largely based on a previous submission will not be acceptable and you will be asked to resubmit.

Plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including course work) of Imperial College 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 course work, essays and reports written in your own time. 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 course work 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 the 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, judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Please do not quote your course guide, you need to read the original work and quote the original authors. The use of the work of another student, past or present, constitutes plagiarism. We will run your essay through anti-plagiarism software and will take matters further if plagiarism is identified. Cases of suspected plagiarism will be dealt with under the College’s Procedure for Dealing with Examination Offences and may result in action being taken.

Beyond disciplinary consequences, academic honesty is part of good and ethical practice for a scholar and future professional and is an important learning outcome.

How to cite references

When choosing references it is essential to ensure that the work is from a high quality academic source. For journal articles this will normally mean restricting references to peer reviewed reputable journals. Using the references in the course guide as a starting point will help. Please note that using a Google search and Wikipedia is not sufficient! However, for the purpose of the Global health BSc, general media can be a useful source of quotes and facts as long as this information is not also available in peer-reviewed literature. If these sources are used, they need to be referenced precisely (see IC referencing guide, section on reporting newspapers).

When referencing we would like you to use the Vancouver system. All referencing details are available under the Imperial Vancouver style guide: https://workspace.imperial.ac.uk/library/Public/Vancouver_referencing.pdf

As part of the Introductory module, you will be expected to attend a compulsory session on Plagiarism run by our librarian at St Mary’s campus, and this a chance to revise some basic concepts on good referencing practice and ask any questions.

Reference Management Software

We strongly recommend that use a reference managing software for your written submissions.
Refworks is a reference management software that is similar to EndNote, but it is free for Imperial students to use and it is completely web based, meaning there is no software to download and it can be used from anywhere:
http://www3.imperial.ac.uk/library/subjectsandsupport/referencemanagement/refworks

The main EndNote software can only be installed on to Imperial College owned machines - see the ‘Software downloads’ section at:
http://www3.imperial.ac.uk/library/subjectsandsupport/referencemanagement/endnote

EndNote is part of the ICT computer build and is already installed on all the Library computers and the computers in the clusters throughout College (such as the Hynds Lab at St Mary's).

Students can keep their ‘Endnote Library’ of references as a file on a memory stick or in their drive and open it on any computer that has the Endnote software installed (in the same way that you can only open a Word document on a computer that has Microsoft Word installed).

When working off site with no access to the software on Imperial computers Endnote Web can be used to add references to your Library and later ‘sync’ the online Library with your main Library. Endnote web offers a number of features and replicates many of the features available via the main software http://endnote.com/support/helpdocs/enw_qrc_en.pdf but the main Endnote software is more robust and better/easier to use if dealing with a large number of references.

There have been queries about the inclusion of the DOIs (Digital Object Identifiers) for online documents in your references. The strict advice is that if your references should reflect your use of existing literature and how you accessed this. So for instance, if you accessed a hard copy of a journal then you would not strictly be expected to indicate the DOI. On the other hand, strictly speaking if you accessed the journal online, then this should be reflected in your use of the DOI. When you import a referenced into Refworks, the DOI is not always included and you can edit this manually if required.

3.4 BSc Degree Classification

In line with College regulations, the final degree classification will be based upon the following scheme:

- First: 70 - 100%
- 2-1: 60 - 69%
- 2-2: 50 - 59%
- Third: 40 - 49%
- Fail: < 40%

Students are required to pass (≥40%) all modules of the BSc (Parts B and C) in order to Graduate/pass the year.
4. Board of Examiners

Board of Examiners

- Prof Helen Ward Chair
- Prof Paolo Vineis Examiner
- Dr Graham Cooke Examiner
- Dr Mariam Sbaiti Examiner
- Dr Rahma Elmahdi Examiner (Maternity Cover)
- Mr Gurnam Johal Examiner (Maternity Cover)
- Dr Chris Willott External Examiner
- Dr Nigel Field External Examiner
- Ms Beatrix Rozsa Officer

External Examiners

- Dr Chris Willott External Examiner – King’s College London
- Dr Nigel Field External Examiner – University College London

External examining acts as an essential part of the College’s quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College’s awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.

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

www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff
5. **Introduction Module (Part A)**

Please see ‘**Induction Week – Lecture Outlines**’ document on Blackboard for detailed information

6. **CAUSES OF DISEASE, MORBIDITY AND MORTALITY (CDMM) –**
   communicable and non-communicable causes and contributors to global health and evidence and interventions for these (Part B)

Please see ‘**CDMM – Lecture Outlines**’ document on Blackboard for detailed information

7. **GLOBAL HEALTH GOVERNANCE (GHG) –** Global health framework and institutions, systems, policies and financing (Part B)

Please see ‘**GHG – Lecture Outlines**’ document on Blackboard for detailed information

8. **SKILLS AND METHODS FOR GLOBAL HEALTH (SMGH) –** Data, methods and critical appraisal of evidence generated for global health (Part B)

Please see ‘**SMGH – Lecture Outlines**’ document on Blackboard for detailed information

9. **Community Group Placement - CGP**

Please see ‘**CGP – Handbook**’ document on Blackboard for detailed information
10. Course Support

5.1 PERSONAL TUTORS

Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential.

MBBS Y4 and BMS students are already allocated to a Personal Tutor in their first year of studies. Please contact your allocated Personal Tutor if there is a need. If you need more urgent help you are welcome to contact your Group Tutor or your Senior Teaching Fellow on BSc Global Health course. If necessary they will direct you to an appropriate source of support.

Personal Tutors for intercalating students:

Please see list on Blackboard

5.2 TUTORIAL GROUP

You are allocated to a tutorial group (see list below). You will meet your tutor as a group twice in the Introductory Module, once a fortnight throughout Part B and once a month in part C. The purpose of these meetings is to give you a regular space to discuss any questions with each other and with your tutor(s), share any ideas related to the course or to external events you have attended and personal readings and reflections, with the rest of the group. These meetings also serve as a feedback channel to the teaching team.

Group tutorial meetings will be set at a time agreed by tutor(s) and students and may be held at any Imperial College campus.

Attendance at tutorials is compulsory and considered part of course attendance. Therefore any absence needs to be justified through the College log page.

5.2.1 Tutorial - Individual Meeting

Whilst meetings are organised as a group, you are also encouraged to seek individual meetings with your tutor or with another member of staff if you feel this would be helpful, including, but not necessarily, if you are experiencing personal or academic difficulties. Some students prefer to discuss certain personal or academic questions privately and the tutoring system is set up to support you in this.

The roles of your tutor include providing a source of support through your studies. Your tutor may refer you on to a more suitable service if they feel they are not qualified to support you through a particular difficulty or provide specific advice on a question. Tutors will broadly monitor your academic progress. Therefore it is helpful if you keep them updated with this, and with any difficulties you may have.

Other aspects your tutor may help you with include: Study Skills, general advice on examination preparation, professional development (including providing academic references when appropriate), career planning, pastoral care.

5.2.2 Academic Development

Your Tutor is likely to be able to help and might reasonably be expected to assist with the following:
- **Study skills:** drawing up study plans, learning strategies, time management, note taking in lectures, how to research a topic and write a report/essay.
- **Exam preparations:** generic advice on preparing for assessment and Examinations including coping with exam stress. Some Students benefit from attending one of the Exam Stress Workshops held at the Health Centre. These are usually a few weeks before the Christmas and Easter breaks and are advertised in advance in Felix and various College notice boards.
- **Academic progress:** you will be encouraged to take responsibility for your own academic progress and this can be discussed with your tutor.
- **Personal development plans:** you are encouraged to draw up a Personal Development Plan (PDP) as this helps you take charge of your own educational, personal and career development by reflecting on what and how you are learning. The College has launched a web based tool at [www.imperial.ac.uk/ice/](http://www.imperial.ac.uk/ice/) to facilitate students in drawing up their PDPs: some students may wish to discuss it with their Tutor.

### 5.2.3 Professional Development

- **References:** Students can expect to name their Tutor as a referee on job applications and/or applications for further study.
- **Personal development plans:** Students are encouraged to draw up Personal Development Plans (PDPs) as it helps them take charge of their own educational, personal and career development.
- **Career planning:** your Tutor may be able to offer advice about selecting further training and choosing a career direction. You may be referred to the Careers Advisory Service for information about the various employment sectors, employers and general career development advice.

### 5.2.4 Pastoral Care

- **Student personal problems:** These can range from medical, personal, financial, emotional difficulties, some of which can arise from adapting to a different university environment. Bullying and harassment is another problem that some students might encounter. You are encouraged to approach your tutor or one of the course organisers/directors about any concerns you may have. More details are available below. Please note your tutors will be able to support you in referring you for support but are not qualified counselors.

*For more information please see Blackboard for Tutorial Group guide.*

**Tutorial Groups:**

Please see list on Blackboard
11. 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
  - Paddington, London
  - W2 1PG

Room locations

Please find a location map at the back of this booklet for reference. All lectures will take place in the St Mary’s Campus.

- G64 / G65
  This is located on the ground floor of the School of Medicine, building no. 5 on the map. Take a left through the doors after reception and it is in the far corner on the left. Seminar rooms G65 is just next door.

- Rothschild Lecture Theatre
  The Rothschild LT is located on the second floor of the School of Medicine, building number 5 on the map. Enter through second main entrance with reviving door and go to the second floor, then follow the corridor to the next set of doors and all the way round to the end.

- Roger Bannister Lecture Theatre
  The Roger Bannister LT is located on the first floor of the School of Medicine, building number 5 on the map. Take the door on the left from the first floor and the Roger Bannister is straight ahead.

- Hynds Laboratory
  The Hynds Lab is located on the first floor of the School of Medicine, building number 5 on the map. Take the door on the left from the first floor and the room is on the left.

- Peart room
  The Peart Seminar Room is located on the 10th floor of the Queen Elizabeth The Queen Mother Wing, building number 2 on the map. Once on the 10th floor, go through the door next to lift number 7, turn left, go through the double doors and the room is on your right.

- MSc room
  The MSc room (G20) is located on the ground floor of the School of Medicine, building number 5 on the map.

- Cockburn Lecture Theatre
  The Cockburn LT is located on the second floor of the Queen Elizabeth The Queen Mother Wing, building number 2 on the map.

- DADs/3rd floor seminar room
  The DADs/3rd floor seminar room is located on the third floor of the School of Medicine, building number 5 on the map.

- Clinical Lecture Theatre
Clinical Lecture Theatre is located on the second floor of the Cambridge Wing, building number 4 on the map.

- **DIDE room (G33)**

  The room is located at the Infectious Disease Epidemiology department. Once you enter the building you have to turn left at the lift lobby and follow signs to the department. You will need to pass three double doors (one with ID scanner). The room number is G33.

- **Upper Mezz Room (UG1)**

  The room is located at the School of Medicine building at St Mary's Campus. Enter the building on the secondary entrance (not the main entrance of the building but the one with the swinging door, building no 5 on the map) then you have to turn right and go through two double door (the second has ID card reader). Go up on the small wooden stairs and the room is behind the very first door on the left.

- **Pread Street meeting room**

  The room is located at the School of Medicine building at St Mary's Campus. Enter the building on the secondary entrance (not the main entrance of the building but the one with the swinging door, building no 5 on the map) then you have to turn right and go through the double door. The room is exactly front of you after entering the double room. (Left door with no room number or signage).

- **EBS room**

  The EBS room is located on the first floor of the School of Medicine, building number 5 on the map. Take the security door on the right from Bannister LT on the first floor and walk all the way to the kitchen. The room is located on the corridor left from the kitchen.
Facilities

**Car parking** – there is no car parking for staff, students or visitors.

**Bicycle store** – You can apply for bicycle storage at St Mary’s on [http://www.imperial.ac.uk/estates-facilities/travel/cycling/bike-stores/](http://www.imperial.ac.uk/estates-facilities/travel/cycling/bike-stores/)

**Student Common Room** – The room is located in the Basement and has sitting space, learning space and also student kitchen with fridge and microwave. Students are politely asked to avoid using the limited staff kitchen facilities in the IDE, EBS and PCPH departments.

**Computer Room/Printing** – At St Mary’s Campus and throughout the University and you will have access to computer room, however please be aware that they may not always be available due to teaching or you may need to book them in advance. At St Mary’s, a limited number of computers are present in the MSc room, where you will also be able to use your laptop and the wireless network. The Hynds Computer Laboratory on the 1st floor offers several additional computers and access to printing.

**Printer credits** - You will not receive any credit for printing purposes. Please use your I-Pad to access course material, reading list and other course documents.

**Gym** – Location is in the Ground Floor building corridor. Please see more information [here](#).

**Swimming Pool** – Location is in the Basement. The swimming pool is free of charge to all Imperial students. Please see timetable [here](#).

**St Mary’s Felming Library** - The library is on the ground floor of the Medical School Building and has 2 floors. The Library has study rooms which students can book. For more information please visit the Library website [here](#).

Maps

Campus maps and travel directions are available at:

- [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

Accessibility

Information about the accessibility of our St Mary’s Campus is available online through the DisabledGo access guides:

- [https://www.disabledgo.com/organisations/imperial-college-london/st-marys-campus](https://www.disabledgo.com/organisations/imperial-college-london/st-marys-campus)

Smoke-Free Policy

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

- [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)
12. Placements

The College defines a placement as:

“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”

Academic departments are responsible for managing any study or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the College’s Placement and Learning Policy and associated good practice:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

Your Departmental Placement Manager:

Senior Teaching Fellow BSc Global Health

Please see p.6 for contact information

Please see the BSc Global Health - Community Group Placement Handbook for more information

For more information on placements visit the Placements website:

www.imperial.ac.uk/placements

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

www.imperial.ac.uk/placements/information-for-imperial-college-students
13. 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 Personal 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.

The College’s examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.
14. 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:

- Susan Hines
- G35, Medical School, St Mary’s Campus
- 020 7594 3629
- s.hines@imperial.ac.uk

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.
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)

Students who will travel due to BSc Project will need to contact Occupational Health. Please see Blackboard for more information or contact the course team.
15. College policies and procedures

Regulations for Students
All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

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

www.imperial.ac.uk/students/terms-and-conditions

Academic Feedback Policy
We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study you will receive different methods of feedback according to assessment type, discipline, level of study and your individual need. Further guidance on the Policy of Academic Feedback can be found on the Academic Governance website:

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

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


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

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

Mitigating Circumstances
Some times during your studies you may be affected by sudden or unforeseen circumstances. You should always contact your Senior Teaching Fellow and your Personal Tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your final classification.

All claims must be supported by independent evidence and submitted within 5 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Further information can be found at Blackboard.
Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at

www.imperial.ac.uk/disability-advisory-service/support/exams/

**BSc specific Mitigating Circumstance information:**

Students who consider there are personal circumstances, e.g. illness, death of close family member (e.g. parent), which may affect their preparation for and/or performance in the examination, must communicate these in writing using the Application for Mitigating Circumstances form [Word] (even if you have previously submitted documentation). Form available on Blackboard

You are required to make a submission via email to feo.mitcircs@imperial.ac.uk from your Imperial College account only. Submissions from your personal email account, i.e. hotmail, will not be accepted. Any such submissions must be accompanied by a copy of independent corroborating documentation e.g. medical certificates, GP’s letter and death certificates as appropriate.

We strongly advise that you speak to Senior Teaching Fellow and/or Welfare Tutor for the Global Health BSc and/or visit your Personal Tutor if you have any such personal circumstances in order to receive the support they can provide.

When you are sent details about your examinations, you will be invited to submit mitigating circumstances at that time. Following this invitation you should ensure that any such submissions are received no later than 5 days after the first day of your examinations.

**The Mitigating Circumstances process**

The Mitigating Circumstances Panel recommendations are passed to the Examination Board for a final decision.

Mitigating Circumstances will only be acted upon if a student exhausts the permitted number of opportunities to pass any examination, (2 opportunities permitted Year 4). At this time the Board of Examiners may permit a student a final exceptional opportunity to progress into the next year; this opportunity may be granted on the condition of additional attendance.

**Please note:** Irrespective of the outcome of this Panel, all students are required to pass each examination in order to progress and no additional marks will be awarded by any Examination Board

**Academic Misconduct Policy and Procedures**

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

**Fitness to Practise Medicine**


**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:

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

**Student Disciplinary Procedure**
The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

[link: www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/]

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

[link: www.imperial.ac.uk/students/enterprising-students/intellectual-property/]

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

[link: www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/]
16. Well-being and advice

Student problems can range from medical, personal, financial, emotional difficulties, some of which can arise from adapting to a different university environment. Bullying and harassment is another problem that some students might encounter. You are encouraged to approach your tutor or one of the course organisers/directors about any concerns you may have. You can also approach your Personal Tutor, Group Tutor, the GH BSc Welfare Tutor or Senior Welfare Tutor Terry Tetley (t.tetley@imperial.ac.uk) or any other member of staff for initial advice. You may then be referred, as necessary, for professional care/advice. This will also include advice regarding which actions to take and how to notify the right people to make the necessary arrangement for your studies in case of an important life event. Please note that your tutors are not qualified to act as counselors.

You are advised to contact Students Welfare and Advice Service in case of a serious or urgent difficulty: http://www3.imperial.ac.uk/students/welfareandadvice.

Student Space

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

www.imperial.ac.uk/student-space

Support in your Department

Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

Personal Tutor

Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential.

MBBS Y4 and BMS students are already allocated to a Personal Tutor in their first year of studies. Please contact your allocated Personal Tutor if there is any question. If you need more urgent help you are welcome to contact your group Tutor or your Senior Teaching Fellows on BSc Global Health course.

If necessary they will direct you to an appropriate source of support.
Mums and Dads scheme

Imperial College Union’s ‘Mums and Dads’ scheme matches first years with returning students in the Department to help you tap into the experience and peer support available from existing students.

https://www.imperialcollegeunion.org/your-union/mums-dads-2017 (Link to be updated by the Union)

Support in your hall of residence

If you’re staying in College accommodation you will have access to a range of support within your hall.

Well-being support

All halls have their own Residential Support team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2/week (in 2018/19).

The team includes a number of returning students, known as Hall Seniors, who can offer first hand advice on making the most of life at Imperial.

Administrative support

Each hall has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

Imperial College Union support

All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of support:

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 representatives

The Union have many different opportunities for student representatives to get involved with issues they care about, including Liberation Officers ensuring views of under-represented and interest groups are heard, Academic Reps and Wellbeing Reps.

If you have any feedback about issues in your department relating to academic or wellbeing issues you can speak to one of your student representatives.

https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community.
The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there’s something you would like to discuss or change.

Health and well-being services

NHS Health Centre and finding a doctor

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

www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

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

www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

www.imperial.ac.uk/student-space/here-for-you/dentist

Bullying and Harassment

You are encouraged to report these as these are taken seriously. Issues may be dealt with at an interpersonal level or if necessary, they are referred through to the College’s disciplinary procedures.


Counselling and Mental Health

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

www.imperial.ac.uk/counselling

Financial well-being

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/financial-assistance/student-support-fund/
Support for disabled students

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease)
- Physical disabilities or mobility impairments
- Visual difficulties

**PLEASE contact your Senior Teaching Fellow (contact details on page 6) at the start of the course with details of any special examination requirements** as these cannot be communicated to the course organiser by the disability advisory service for reasons of confidentiality. If you do not contact your course lead, they will be unaware that you require special examination arrangements and you will be required to sit in-course assessments and final examinations.

- [http://www3.imperial.ac.uk/registry/exams/specialexamarrangements](http://www3.imperial.ac.uk/registry/exams/specialexamarrangements)

Students who need help to cope with a disability, should in the first instance see the Senior Teaching Fellow. The College Disabilities Officer is also available to discuss in confidence matters concerning access and accommodation or any worries a student may have and is happy to visit students in either their area of work or hall of residence at any of the College campuses. The Disabilities Officer can also advise students about the Disabled Students Allowance.

**Disability Advisory Service**

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

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

- Room 566, Level 5, Sherfield Building, South Kensington Campus
- 020 7594 9755
- disabilities@imperial.ac.uk
- [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)
Departmental Disability Officers 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 Christine Franey SPH Disability Officer (please see contact details on p.6)

More information on Departmental Disability Officers is available at:

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

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


**Support for international students**

International students especially may be feeling isolated and homesick and finding it difficult to adjust to social customs and to cope with language barriers. It often helps if they can talk to somebody who is approachable and friendly and your Tutor may be able to help with this. Students might also find it useful to contact the International Students Society.

**English language support**

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

- [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

**International Student Support team**

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

- [www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students)

**Advice Services**

You have access to a number of specialist advice 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 at the South Kensington Campus on Level 5 Sherfield Building 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

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
- Exams
- UROP

Level 3, Sherfield Building, South Kensington Campus
020 7594 9444
student_hub@imperial.ac.uk
www.imperial.ac.uk/student-hub

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.

www.imperial.ac.uk/chaplaincy

Writing skills support

List of useful websites provided by ICL

http://www3.imperial.ac.uk/library/subjectsandsupport/writingskills

The Open University learning Space (15 hour writing skills unit)

http://openlearn.open.ac.uk/course/view.php?id=3359
18. Student Records and Data

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

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

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

Student records and examinations

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

Degree certificates

📞 +44 (0)20 7594 8037
✉️ certificates@imperial.ac.uk
19.  **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 380+ 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)

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

With an annual fee of £30 you will get use of the gym and swimming facilities on our campuses.

[www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)
20. 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.

SOLE feedback
The student on-line evaluation (SOLE) is an invaluable way for us to receive your feedback on our teaching materials, teaching methods, course contents, organization and staff. We take your feedback very seriously and we are continually looking at ways in which to improve the teaching and teaching materials. SOLE will open shortly after the end of each module (Introductory, Module 1, 2 and 3).

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

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

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

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback
21. 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:

- UG SOLE lecture/module survey
- Student Experience Survey (SES)
- National Student Survey (for finalists only)

**The UG SOLE lecturer/module survey** runs at the end each Module. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them. There are also separate surveys for your **BPES** and **Horizon** modules.

For **UG 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 making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While 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 National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS)**. NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

For Imperial’s results visit the Unistats website:

[unistats.direct.gov.uk/Institutions/Details/10003270](unistats.direct.gov.uk/Institutions/Details/10003270)

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 **restructured the BSc Global health course**. **The new structure is starting in the 2018/19 academic year. We are planning further changes to the course and plan to implement those changes in the 2019/20 academic year.**

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

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

[www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/](www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)

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

[surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
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

In the day-to-day context, whilst every endeavor will be made to provide the course and services described in the guidelines, we reserve the right to make changes for reasons of operational efficiency or due to circumstances which are beyond our control.