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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. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department.

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 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.
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
Welcome to Imperial College.

Congratulations on making it here. Imperial is, by all accounts, one of the world’s most prestigious universities, and studying here will give you opportunities you simply wouldn’t have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both: working with others, and seeking out opportunities beyond your course, is what makes a degree here worthwhile.

Life in London and at Imperial has adapted to a ‘new normal’ as a result of the COVID-19 pandemic, with safety measures in place to keep you safe. With the UK’s progress on mass vaccination, the end of the pandemic here is in sight, but there remains much uncertainty around what restrictions will exist in the coming months. However, this shouldn’t stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a walk, bike, or tube ride away. We’re a stone’s throw from some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a very wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. The Union has been working hard to protect your interests and improve Imperial’s offer to students throughout the pandemic, and we will continue to do so over the course of the coming academic year.

University is a bit of a sea change: you’re in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there’s something you want to see changed, we can work together to make it happen.

No matter what problems you have or opportunities you’re looking for, we’re here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Best of luck - I hope you have a fantastic year,

Lloyd James

*Imperial College Union President 2021-22*

union.president@imperial.ac.uk

imperialcollegeunion.org
1. Introduction to the Department

Welcome from Programme Director, Professor Louise Donnelly

Welcome to the National Heart and Lung Institute (NHLI) and Translational Respiratory Medicine. We are the only iBSc course dedicated to respiratory disease in the country. This is despite respiratory disease being common and often reflecting environmental, occupational and inherited factors. The NHLI is the largest respiratory research faculty in Europe and many of the teachers are world-renowned in their speciality.

Respiratory disease has a significant clinical and economic impact on the NHS, and respiratory conditions have a substantial personal impact on the affected individuals and their families. This course gives students an opportunity to study in depth the science underlying a number of respiratory conditions and their management.

This course will comprise three modules in total. Module 1 is a taught module broken down into three blocks of three-week teaching. Each block of teaching is followed by a consolidation week to allow students to engage with self-directed learning, on-line modules and to receive feedback on their coursework from the course lead. Module 2 is a self-directed learning module consisting of two pieces of assessment. One assessment is termed ‘Science in Context’ and forms an individual clinical case study and the other is a group-based critical ‘Literature Review’. Module 3 is the research project module where students will engage in a 15-week project, either in a laboratory or clinical setting.
**Academic and administrative staff**

**Professor Louise Donnelly**
Programme Director of BSc Translational Respiratory Medicine
Professor of Respiratory Cell Biology
Director of Education (Taught Programmes)
Guy Scadding Building
Dovehouse Street
London
SW3 6LY
l.donnelly@imperial.ac.uk

**Dr Duncan Rogers**
Reader in Respiratory Pharmacology
Senior Welfare Tutor and Departmental Disability Officer
Module 1 Leader – BSc Translational Respiratory Medicine
G227A, Guy Scadding Building
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Senior Research Fellow
Assessment Lead for BSc Translational Respiratory Medicine
G223, Guy Scadding Building
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Senior Lecturer in Chronic Lung Disease
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Module 2 Leader – BSc Translational Respiratory Medicine  
Clinical Senior Lecturer in Interstitial Lung Disease  
Sir Alexander Fleming Building  
South Kensington Campus  
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**Dr Mohamed Shamji**  
Module 3 Leader – BSc Translational Respiratory Medicine  
Reader in Immunology and Allergy  
111, Sir Alexander Fleming Building  
South Kensington Campus  
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**Ms Rachel Breen**  
Operations Coordinator  
Education Administrator - BSc Translational Respiratory Medicine  
G210, Guy Scadding Building  
Dovehouse Street  
London  
SW3 6LY  
r.breen@imperial.ac.uk
**Attendance and absence**

Attendance will be monitored throughout the duration of the programme. If you are unable to attend any teaching sessions, you must email the Education administrator at your earliest convenience. Any unreported absences will be flagged to the Programme Director and your Academic Tutor.

You must inform your Education Administrator if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination or the deadline for any other assessment (including lab work, in-class tests and all forms of coursework or presentation) due to illness or other reason, you must follow the procedure for claiming mitigating circumstances as described in the College policy. Please note all claims for mitigation, for any reason, must be submitted within 10 working days of the assessment deadline or examination. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected.

The Registry will be informed about non-attendance of all students on a Student Route visa, as the College is obliged to report the non-attendance of such students to the Home Office.

You must also complete an online form via Medlearn for any period of absence, either unplanned (illness, for example) or requested leave. You may apply for an extension request if you know you are going to miss a deadline or can apply for mitigating circumstances if you have already missed a deadline.
Key dates 2021–22

Term dates
Autumn term: 27 September 2021 - 17 December 2021
Spring term: 4 January 2022 - 12 April 2022
Summer term: 20 April 2022 - 27 May 2022

Closure dates
Christmas/New year: 24 December 2021 - 1 January 2022
(College reopens on 4 January 2022)
Easter Holiday: 13 April 2022 - 19 April 2022
(College reopens on 20 April 2022)
Early May Bank Holiday: 2 May 2022

Key events
Great Exhibition Road Festival: TBC

Any programme-specific social events will be communicated to you by the course team via email or MS Teams throughout the year.
2. Programme information

Aims and Objectives
The aim of this course is to provide a scientific basis for the practice of, and research into, respiratory medicine. It will allow students to achieve the following broad outcomes:

1. Critically appraise literature, and synthesise current evidence and opinion, and identify evidence gaps in your subject area
2. Identify and describe the characteristics and rationale of different research methodologies: E.g.: quantitative/qualitative, observational/experimental
3. Evaluate the applicability of different research methodologies to answer research questions
4. Discuss limitations of research methodologies (bias, confounding, validity, reliability, chance) and understand their implications on methodology, analysis, and sample size
5. Interpret parametric and non-parametric data
6. Organise and analyse data, justifying the selection of the mode
7. Explain results in a descriptive and inferential manner and articulate objective conclusions
8. Communicate scientific concepts, in writing and in speech, for a range of audiences e.g.: academic and lay-writing and presentations
9. Explain the ethical issues of research and their implications, particularly in relation to patients/animals
10. Demonstrate an in-depth understanding of the chosen BSc subject:
   a) Demonstrate understanding of how mechanisms underlying the pathophysiology of lung disease can inform strategy for new treatments
   b) Evaluate how technology, both current and emerging, can be applied for the diagnosis and treatment of respiratory disease
   c) Critically evaluate how evidence-based medicine and clinical trials lead to the development of guidelines and changes in patient care

Content
The course content will include a broad range of respiratory sciences including physiology and pharmacology, pathophysiology, genetics and epidemiology of lung diseases and pulmonary diagnostics. Importantly, students will have the opportunity to attend clinics and observe novel diagnostic procedures in a research-active environment, thus relating their newly acquired scientific knowledge in a variety of clinical contexts.

Our BSc students will be encouraged to attend grand rounds and seminars, often from prestigious international visiting scientists. By the end of the BSc, students will have an understanding of the scientific basis of lung diseases, the aetiological factors involved, the investigation of these processes, and novel treatments not yet in routine practice.

Teaching Blocks
1. Global Burden and Clinical Manifestations of Respiratory Disease
This first block will cover the epidemiology of respiratory disease around the world. You will learn how to assess these types of data and how to interpret this information. This block will also cover novel screening and imaging techniques as well as how lung function can be used to determine differential diagnosis. This block will also cover in depth the underlying
pathophysiology of common respiratory conditions and then go on to demonstrate how the use of biomarkers, symptoms and patient presentation can be used to inform treatment.

2. Lungs and Airways: mechanisms of function and dysfunction

This block will build on the background of respiratory disease covered in block 1 and will apply the knowledge of basic science to explain the mechanisms of pathophysiology. This will include the role of specific cells and molecules in respiratory conditions and will explain how dysfunction of these normal processes in immunity and infection can drive exacerbations of respiratory disease and persistent of inflammation.

3. Advances in Respiratory Medicine

This block will cover how knowledge of pathophysiology of respiratory conditions can lead to the development of new therapies for patients. This block will cover the use of bioinformatics and the development of personalised medicine approaches including the use of machine learning and ‘big data’. This block will also cover novel therapeutic approaches that are currently under development for respiratory conditions including stem cell therapy and lung regeneration. Finally, how these new developments will be tested will also be covered in clinical trial development.

**Imperial Mobile app**

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

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

**Welcome to Imperial app**

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.
3. Assessment

BSc Assessment Guidelines for Students

Please refer to the BSc Assessment Guidelines for Students which provides a broad overview of the assessments you will undertake this year.

Assessment Structure

Formative Assessment

Formative assessment is designed to help you develop, and the learning you gain through the formative assessment will feed directly into your work on summative assessments, which are designed to measure how you have met the learning outcomes on the course.

<table>
<thead>
<tr>
<th>Assessment/session title</th>
<th>Assessment type</th>
<th>Feedback type</th>
<th>linked to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lay Abstract</td>
<td>Written Coursework</td>
<td>Individual Feedback</td>
<td>Assessment 3</td>
</tr>
</tbody>
</table>

Summative Assessment

In this course you will experience a range of different learning activities, all designed to give you the knowledge and skills you need to do well in your summative assessments, i.e. those that will give you the marks for your modules. Information on these assessments is provided below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Word count/ time limit</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to the Editor: a critique of a lay newspaper article</td>
<td>1000 words max.</td>
<td>1\textsuperscript{st} November</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>Talk: 10 minutes</td>
<td>22\textsuperscript{nd} November</td>
</tr>
<tr>
<td>Assessment of data management and interpretation &amp; communication of findings</td>
<td>Report: 1500 words Scientific Abstract: 350 words Lay summary: 500 words</td>
<td>17\textsuperscript{th} December</td>
</tr>
<tr>
<td>Group Literature Review</td>
<td>First Draft: 3,500 (includes 350 word abstract) Peer Review: 1,000 words Final Draft: 3,500 words Rebuttal letter: 750 words</td>
<td>17\textsuperscript{th} January 21\textsuperscript{st} January 28\textsuperscript{th} January</td>
</tr>
<tr>
<td>Science in Context</td>
<td>1,500 words (excluding abstract) Abstract 250 words</td>
<td>24\textsuperscript{th} January</td>
</tr>
</tbody>
</table>

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

Instructions for exam candidates can be found here:

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 integrity is fundamental to learning, teaching and research and it is important to understand what it means to you and the international community of research that you are joining.

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 or dishonest practice. Full details of the policy can be found at:


Definitions of the main forms of academic misconduct can be found below:

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 may be intentional, by deliberately trying to use another person’s work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time but also in open and closed book written examinations. You can support your understanding of proper referencing and citation by using the resources available from the College such as the Library learning support webpages at:

- www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

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.

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students’ work with a vast database of electronic sources. Your programme team will explain how it is used in your programme

- www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

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.
You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed the assessment brief with regards to individual work, always acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

**Dishonest practice**

This is the most serious category under the procedure. 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 or a claim for mitigating circumstances.

### 4. Board of Examiners

The Board of Examiners is composed of:
- The Chair: Professor Louise Donnelly
- Internal examiners:
  - Dr Duncan Rogers
  - Dr Pankaj Bhavsar
  - Dr Adam Byrne
  - Dr Phil Molyneaux
  - Dr Mohamed Shamji
- The External Examiner
- One or more from the below:
  - Education Manager
  - Education Coordinator
  - Director of Education (Taught Programmes)

**External Examiner**

**Professor Mark Lindsay, University of Bath**

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.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate, however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. 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:
5. Location and facilities

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

Royal Brompton Campus & Royal Brompton Hospital
Guy Scadding Building
Dovehouse Street
London
SW3 6LY

Map of campus

Facilities
There is a kitchen with microwaves and a hot water dispenser available for your use. There are also water points throughout the building so please bring a reusable bottle. Please note, there may be social distancing measures in place on campus.

Computer access and printing is available at the Royal Brompton Library, located in the Guy Scadding Building. The Department’s undergraduate office is located at Faculty Education Office (Medicine), Room 105, Wolfson Education Centre, Hammersmith Campus, Du Cane Road, London, W12 0NN. Usual open hours are Monday - Friday, 09.00 – 17.00, however please email the team in advance due to social distancing measures on campus.

Library Services
The Central Library at South Kensington is open around the clock for study space 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 300,000 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. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

www.imperial.ac.uk/library

Shuttle bus
A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. You can download the timetable and check the latest service updates at:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/
Maps
Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility
Information about the accessibility of our South Kensington Campus is available online through the AccessAble access guides:

www.accessable.co.uk/organisations/imperial-college-london

Smoke-Free Policy
All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors 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

SafeZone
SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the College shuttle bus.

SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/campus-security for more details about SafeZone.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

Changes due to Coronavirus (COVID-19)
The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

www.imperial.ac.uk/about/covid-19/students
6. Working while studying

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

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

If you are here on a Student Route 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 Academic Tutor. If you are on a Student Route 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.

7. Health and safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world’s leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:

www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

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


Your Departmental safety contact is:

Sue Francis
B183 (Basement), Guy Scadding Building, Royal Brompton
+44 (0)20 7594 1029 Mob: 07566 950 823
s.francis@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

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
8. College policies and procedures

Regulations for Students

All registered students of the College are subject to the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

- [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

Academic Feedback Policy

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

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

Feedback is information which offers insights into your learning progress, understanding, skill or task completion. It may come from fellow students, or teachers and may even come from yourself. Feedback an opportunity for you to reflect on your work and discover new ways to approach your studies, but those opportunities can be difficult to recognise, appreciate, and act on.

As well as receiving regular informal feedback throughout your course, you will be given detailed feedback on assessments which aligns to and justifies the marks given and provides specific guidance on how work can be improved:

In module 1, all students will receive at least one five-minute one-to-one meeting with an academic staff member to discuss how they can learn from their feedback and improve their work, which will feed forward to their final project work.

Please note that your examination scripts once completed belong to the College under the GDPR legislation. Please see the College GDPR webpages for further information at:


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 in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:


If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below and the policy document.

Mitigating Circumstances
During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your Academic 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 progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account when making decisions.

All claims must be supported by independent evidence and submitted within 10 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. Details of the College’s Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

Through the procedure you may also be able to request an extension deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable to you complete your studies within the same College year (rather than over the summer holiday or in the next year).

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:

https://medlearn.imperial.ac.uk/med-students/examinations/
https://medlearn.imperial.ac.uk/med-students/extension-requests/
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/](http://www.imperial.ac.uk/disability-advisory-service/support/exams/)

**Academic Misconduct Policy and Procedures**

As has been highlighted under the Academic Integrity section, 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.

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

**Unsatisfactory Progress**

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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

**Fitness to Practise Medicine**


**Academic Appeals Procedure**

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. In the event that you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

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

**Arithmetic Marks Check**

If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request a marks check for a previous year of study.

**Student Complaints**
The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

- student.complaints@imperial.ac.uk
- www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

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

- www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

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

- www.imperial.ac.uk/students/enterprising-students/intellectual-property/

Further information about the Imperial Enterprise Lab can be found at:

- www.imperial.ac.uk/students/enterprising-students/
- www.imperialenterpriselab.com/support/experts-in-residence

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

- www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

**General Data Protection Regulation (GDPR)**
All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance but you do have a personal responsibility to comply.

In line with the above please see the College’s privacy notice for students which form part of the terms and conditions of registration with the College.
9. Animal research

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

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:

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

10. Wellbeing, support and advice

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 at Imperial.

Your Academic Tutor

Your Academic 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 Academic Tutor will have set office hours or may require you to make an appointment).

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

You will be contacted with details of your Academic Tutor shortly after starting the programme.

Departmental Disability Officers

Departmental Disability Officers are the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Senior Welfare Tutor is: Dr Louise Fleming

Louise Fleming
020 7352 8121 x2938
l.fleming@imperial.ac.uk

More information on Departmental Disability Officers is available at:

https://www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/ More information about how to request additional arrangements for exams if you have a disability is available at:
In your hall of residence

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

All halls have a Hall Warden team who is 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. Your rent includes a contribution towards your hall’s activity fund.

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

Each hall also 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.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

More information and the latest guidance around accommodation can be found at: www.imperial.ac.uk/study/campus-life/accommodation

Your Union

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

Imperial College Union Advice Centre

The Union’s advisers are 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

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external
support services. The Union’s Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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.

- 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.

**Student Hub**

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

- www.imperial.ac.uk/student-hub

**Student Support Zone**

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It’s a great place to start when you’re looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

- www.imperial.ac.uk/student-support-zone

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**Useful support contacts**

**Health and wellbeing**
If you have moved home to take up your place at Imperial you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare. It’s important that you register with a doctor soon after you arrive – don’t wait until you are sick, as this could delay your access to treatment.

Imperial College Health Centre
- 40 Prince’s Gardens, South Kensington Campus
- 020 7584 6301
- imperialcollege.hc@nhs.net
- www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre
- Prince’s Gardens, South Kensington Campus
- 020 7589 6623
- www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service
- 020 7594 9637
- counselling@imperial.ac.uk
- www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service
- Chemistry Building, South Kensington Campus
- chaplaincy@imperial.ac.uk
- www.imperial.ac.uk/chaplaincy

Disability Advisory Service
- Room 566, Level 5, Sherfield Building, South Kensington Campus
- 020 7594 9755
- disabilities@imperial.ac.uk
- www.imperial.ac.uk/disability-advisory-service

International students’ support

Centre for Academic English
- Level 3, Sherfield Building, South Kensington Campus
- english@imperial.ac.uk
- www.imperial.ac.uk/academic-english
11. Student Administration

The Student Administration 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 Administration 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.
12. Work-life balance

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

Imperial College Union
The Union’s range of 360+ 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

Move Imperial
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. More information about Imperial student memberships and updates to our services can be found at:

www.imperial.ac.uk/ethos/memberships/students/
www.imperial.ac.uk/sport

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveFromHome campaign, more information can be found at:

www.imperial.ac.uk/sport/movefromhome
13. **Student feedback and representation**

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

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

[www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

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

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

14. **Student surveys**

Your feedback is important to 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 Student Online Evaluation (SOLE) module survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

The **UG SOLE module survey** runs at the end of the autumn, spring and summer terms. This survey is your chance to tell us about the modules you have attended. There is also the opportunity for you to tell us about your **BPES** and **Horizon** modules.

The **Student Experience Survey (SES)** is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union.’

The **National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs during 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.

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

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

🔗 www.imperialcollegeunion.org/you-said-we-did

The Union’s response to surveys can be found here:

🔗 www.imperialcollegeunion.org/your-union/your-representatives/responses

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/

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

✉️ surveys.registrysupport@imperial.ac.uk

15. And finally

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

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

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

🔗 www.imperial.ac.uk/alumni

Opportunities for further study
After you have completed your BSc in Translational Respiratory Medicine, you may choose to return to NHLI for postgraduate study or research. Further information can be found here:

https://www.imperial.ac.uk/nhli/study/