Faculty of Engineering
Department of Bioengineering

MRes Neurotechnology

STUDENT HANDBOOK

2018-19
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Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case. The information provided in this handbook relates only to the academic year specified on the front cover.
Section one:

Initial information
Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to enrich your experience. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see later in this booklet for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
OUR PRINCIPLES

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

Imperial will provide through its staff:

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:

- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

Imperial students should:

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

The Imperial College Students’ Union will:

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

www.imperial.ac.uk/students/our-principles
WELCOME FROM THE GRADUATE SCHOOL

Professor Sue Gibson,
Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills [http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/]. All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Dr Janet De Wilde,
Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development.

Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers.

We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses.

I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.

The Graduate School
You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College
‘Masterclass’ professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website: http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/

All courses can be booked online.

Contact us

Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school

WELCOME FROM THE GRADUATE STUDENTS’ UNION (GSU)

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

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

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

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

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

Ute Thiermann, GSU President 2018/19

gsu.president@imperial.ac.uk
2. INTRODUCTION TO THE DEPARTMENT

Welcome from the Head of Department

I am delighted to welcome you to the Department of Bioengineering at Imperial College London, and to congratulate you on gaining admission to Imperial. You have made a wise choice: Imperial is an outstanding university, and bioengineering is an exciting field that has a great future; bioengineering is the one field of engineering where engineers directly work to make sure people are fit and well, to maintain health, and to help manage ageing; this will never “go out of fashion” and can only grow as technology drives ever-stronger links between engineering, medicine, and the life sciences. The Department of Bioengineering has a history that goes back to the 1960s, and yet we are very focussed on the future of this new and fast-developing field of engineering. I hope that you will be energised by the excitement within the Department as we educate the leaders of tomorrow (that’s you!) and advance the frontiers of knowledge in this area.

Of course, university is about more than just the formal curriculum: here you will form lasting friendships and develop interests that will persist long after you have left Imperial. I hope that you will sample all that the Department and College have to offer outside the classroom, whether that be sports, student union, student clubs or volunteering opportunities. On behalf of the Department, I wish you all the best during your studies here.

Professor Anthony Bull
Head of Department
September 2018

Welcome from the Director of the MRes Neurotechnology

Congratulations on securing your place on the MRes in Neurotechnology at Imperial College London. On behalf of our department, I extend a very warm welcome to you! Neurotechnology is a rapidly evolving discipline and our course is designed to provide the knowledge and the skills to enable you to make your mark in this exciting field.

The MRes is a one-year full-time programme that is structured in two sections: the first is an intensive taught element which will enrich your knowledge of relevant subjects such as neuroscience and ethics, enhance your skills in critical evaluation of scientific literature, writing and presentation, and develop your abilities in programming and statistical analysis. The second part of the programme is an extended research module: here you will become embedded in one or more research groups, as part of a multidisciplinary team, and you will develop and lead an independent project.

Imperial is home to so much world-leading research, and offers a unique opportunity for collaborative work, with students and staff who come from all over the world. We hope you take all of the opportunities available to you to perform outstanding multidisciplinary research here and to enjoy the diversity and vibrancy of our College and our city.

Research is always challenging, but can be deeply rewarding. I hope that you find your studies with us exciting, and truly encourage you to excel and push the boundaries of the field. Your research journey starts here…I wish you good fortune!

Dr Andrei Kozlov
Welcome from the Director of Postgraduate Studies Research

Welcome to the Department of Bioengineering at Imperial College and congratulations on the start of your MRes degree!

Research at postgraduate level is not for the faint-hearted; it is a journey that ranges from being enthralling to frustrating. It can be invigorating, yet at times it will challenge or irritate you. It can really be a roller-coaster ride.

Completing your degree requires not only research skills, but also organisational ones. Many people in the Department and College are here to help you navigate your way through these obstacles; this handbook is designed to guide you. You should make yourself aware of its contents at the start of your programme, keep it, and refer to it throughout your studies.

I wish you enjoyment in your research and a successful conclusion to your endeavours, and I look forward to meeting you in person.

Dr Anil Anthony Bharath

Welcome from Departmental Student Representative

Welcome! Welcome to the place of innovation, where science-fiction meets science and reality. Welcome to the place, where the applications mathematics and physics can save lives. Welcome to the place with the best departmental music band in the world… welcome to the Department of Bioengineering at Imperial College London!

I am Miro and I am your Departmental Representative. That means that my job is to help you to make your time at Imperial one of the best experiences in your life. And how will I accomplish this? Well, I will make sure that all of us can have a say into how things are run here and that students’ opinions are always heard, reflected and respected.

I will be here to represent on your behalf at various levels across the College, from the Departmental Teaching Committee, to the College Education Representation Boards. Along with my colleagues (year representatives that you will soon elect) we will be discussing a variety of issues during the Staff-Student Committee meetings, we will be talking with external examiners, and doing many other things to represent your voice.

Having been a Dep Rep last year and a Year Rep for two years, I can confirm that your voice and opinions really matter! We have been able to achieve many positive improvements through constructive discussion with staff members. These can range from addition of a new microwave in the RSM Café to the changes in course structures. Therefore, no matter how tiny your issue is, do not hesitate to let me or your Year Reps know. Even small suggestions can lead to significant developments and will allow us to keep our reputation as one of the best Bioengineering departments in the world – and not only academically! Furthermore, we have a College-wide curriculum assessment ahead of us, and all your comments and thoughts will be immensely helpful and appreciated.

I could give you many practical tips regarding student lifehacks, academic tips or the best places to get coffee on campus, all accompanied with good stories from our daily life here. But why not to hear all these from me in person? Seriously, this leads me to the most important thing – do not ever hesitate to talk to your Year Reps or to talk to me – I will be here for you, ready to talk or to go for a coffee! (I drink loads of it, so I can drink it with you as well ) And never forget that we have awesome staff members and lecturers here at Department of Bioengineering, so never be afraid to speak with them!

In a short time, some of you will work for big companies, some will start their own, and some of you will become famous researchers. However, I hope that all of you will always keep the time you spent at Imperial in your memory as one of your best experiences and I am ready to help you with that!

And now enough talking and let’s start the new academic year! Miroslav Gasparek
Welcome from the Imperial College Bioengineering Society

Welcome!

Undergraduate degree, check. Postgraduate degree, loading… As a postgraduate student, you have a challenging year ahead, which may include research, but are you ready for what's to come? Of course! Having surpassed all undergraduate challenges, your enhanced problem solving skills and grit will keep you moving forward. Therefore, it is a great privilege for the ICBE committee to welcome you into our Bioengineering department!

To know more about us, read on 😊

But before the fun stuff, a bit of history and formalities:

ICBE is a constituent society of the Imperial College Union (ICU) and is under the wing of the City and Guilds College Union (CGCU). Since the society was established just over a decade ago by a group of enthusiastic MSc students, ICBE has been run with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. Are you an undergraduate (MEng) or postgraduate (MSc, MRes, PhD) student? In that case, then you are a member of ICBE!

As your Departmental Society, ICBE organises and executes the socials, careers fair, trips and networking opportunities for you to grow as a Bioengineer at Imperial, but also to enjoy your time here as a student! Everyone in the committee chose to volunteer and serve all other Bioengineering students by offering these opportunities to you, and we hope that you will find value in all the events that you attend.

Now here’s the fun stuff:

Did you hear Christmas Dinner, networking with entrepreneurs and getting internship advice? Then you heard right! ICBE organises yearly Christmas Dinners and subsidized trips to other cities (in the past: Bristol, Brighton). Besides socials, you will have the opportunity of hearing from your fellow Bioengineers, who will share their summer internship or research experiences, or from biotech start-up CEOs and senior entrepreneurs, whom you will also have the opportunity of networking with!

Last year, ICBE co-organised a 2-day IC HealthHack, the first Imperial hackathon that focused on the creation of software and hardware solutions to healthcare problems. You too will have the opportunity to take part in the next hackathon we organise and further develop your technical skills!

Is there anything else you would like to see? Then please contact us (see email below) or anyone in the committee about your idea and we will consider if your idea will benefit you and your peers.

But for now, the ICBE committee genuinely wishes you a great year ahead at the Department of Bioengineering and that you grow as a Bioengineer at Imperial!

To keep up to date with our upcoming events or to contact us, see the links below:

Email: bgsoc@ic.ac.uk

3. IMPORTANT THINGS TO KNOW

USING THIS HANDBOOK

The handbook contains very important information for your academic life, and also for your life at Imperial College London outside of study. You should read the handbook as soon as possible after you receive it so that if an event or circumstance arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of the autumn term, and you will also be able to access the PDF document online from the current research students page of the Department of Bioengineering website.

Included in this handbook is essential information about:

- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study.

There are a number of other important sources of information from the Department, and we would encourage you to make use of these:

Useful links, module descriptors, timetable information and year-specific information can be accessed via the current research students page on the Department of Bioengineering webpages, at: http://www.imperial.ac.uk/bioengineering/admin/research/ and on the CDT Neurotechnology webpages, at: https://www.imperial.ac.uk/neurotechnology/ctd/student_info/

Important information will be communicated to you via email, so please ensure you check your College email address regularly.

IMPERIAL SUCCESS GUIDE

The Imperial Success Guide is an online resource with advice and tips on the transition to Master’s level study. More than just a study guide, it is packed with advice created especially for Imperial Master’s students, including information on support, health and well-being and ideas to help you make the most of London. www.imperial.ac.uk/success-guide
KEY CONTACTS

Centre for Doctoral training contacts

Professor Simon Schultz  
CDT Director  
Tel: +44 (0) 20 7594 5133  
Email: s.schultz@imperial.ac.uk

Dr Andrei Kozlov  
MRes Neurotechnology Director  
Tel: +44 (0) 20 7594 1338  
Email: a.kozlov@imperial.ac.uk

Dr Kate Hobson  
CDT and MRes Neurotechnology Manager  
Tel: +44 (0) 20 7594 5101  
Email: k.hobson@imperial.ac.uk

Dr Amanda Foust  
Cohort Mentor 2018/19  
Email: a.foust@imperial.ac.uk

Project Supervisors  
You will have at least two dedicated project supervisors who will support your research progress and thesis submission.

Department of Bioengineering contacts

A full list of people in the Department, including academic and support staff, can be found on the Departmental website at http://www.imperial.ac.uk/bioengineering/people/.

Professor Anthony Bull  
Head of Department  
Professor of Musculoskeletal Mechanics

Professor Martyn Boutelle  
Deputy Head of Department and Director of Courses  
Professor of Biomedical Sensors Engineering
Dr Anil Bharath
Director of Postgraduate Studies (Research), Reader in Image Analysis
Tel: +44 (0)20 7594 5463
Email: a.bharath@imperial.ac.uk

Dr Tom Ellis
Postgraduate Tutor
Tel: +44 (0)20 7594 1473
Email: t.ellis@imperial.ac.uk

Ms Louise O’Sullivan
Head of Student Programmes
Tel: +44 (0)20 7594 9660
Email: l.osullivan@imperial.ac.uk

Mr Martin Holloway
Academic Tutor
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Email: m.holloway@imperial.ac.uk

Ms Rebecca Pointer
Student Programmes Manager
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Email: r.pointer@imperial.ac.uk

Ms Maddi O’Brien
Programmes Development Manager
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Ms Samantha Kemp
Student Administrator
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Ms Daze Osuide
Student Administrator
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Mr Robert Ferguson
Industrial Liaison Manager
Tel: +44 (0)20 7594 6371
Email: robert.ferguson@imperial.ac.uk
Mr Graeme Rae  
Department Operations Manager  
Tel: +44 (0)20 7594 8419  
Email: g.rae@imperial.ac.uk

Ms Edit Toth  
Office Manager and IT Coordinator  
Tel: +44 (0)20 7594 5191  
Email: e.toth@imperial.ac.uk

Ms Kemi Aofolaju  
Communications and Events Officer  
Tel: +44 (0)20 7594 5179  
Email: a.aofolaju@imperial.ac.uk

Mr Ken Keating  
Laboratory Manager  
Tel: +44 (0)20 7594 5170  
Email: k.keating@imperial.ac.uk

Mr Allan Nyunt  
Research and Finance Manager  
Tel: +44 (0)20 7594 8416  
Email: a.nyunt@imperial.ac.uk
**IMPORTANT PROCEDURES**

From time to time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problem.

**If there is any fire, medical or security emergency:**

Immediately telephone security, internal extension no. 4444 (internal) or from an external phone +44 (0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will do this.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Read more about our Health and Safety procedures section below.

**If you are ill and think you may miss an exam or assessment deadline:**

You should do both of the following:

a. **Immediately contact the Department via one of the below channels:**
   - CDT office: Kate Hobson: +44 (0) 20 7694 5101 (k.hobson@imperial.ac.uk)
   - Student Office: Rebecca Pointer: +44 (0)20 759 45122 (r.pointer@imperial.ac.uk or one of the student administrators)
   - Cohort Mentor: Amanda Foust: (a.foust@imperial.ac.uk)
   - Postgraduate Tutor: Tom Ellis: + 44 (0)20 7594 1473 (t.ellis@imperial.ac.uk)
   - Your supervisor

b. **Contact a registered medical doctor as soon as possible for an examination** - they are the only people who can pronounce that you are medically unfit to take an exam.
   - If you miss an exam for medical reasons, the College requires a valid medical certificate, issued by a registered doctor, stating that you were unfit to take an exam at the dates/times of the exam to be presented within a week. This certificate is shown to the Board of Examiners meeting for them to consider a replacement exam. Otherwise the exam is considered to have been failed.
   - We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.

Imperial College Health Centre: +44 (0)20 7584 6301 (imperialcollege hc@nhs.net)

**If you, or a friend, are/is suffering stress or depression:**

Contact the Health Centre (details above) or the Student Counselling Service: +44(0)20 7594 9637 (counselling@imperial.ac.uk).

If you feel you can, contact someone in the Department such as your cohort mentor, the Postgraduate Tutor or the Programme Director, or any of the CDT staff.

The Student Space website has lots of useful information on dealing with stress, and where to find additional help and support: http://www.imperial.ac.uk/student-space/

**Illness, absence, or inability to submit coursework**

If you have to be absent through illness or for any other personal reasons, you must let the CDT or Student Office know as soon as possible. If you are likely to miss a coursework, lab or exam deadline, please see ensure you contact us without delay and follow the procedures above.

You must inform your Postgraduate Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Postgraduate Tutor on the day and provide a medical certificate within five working days.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.
WHO TO SPEAK TO IF YOU NEED HELP

There are a lot of people and resources in place to support you during your time at Imperial College London. Don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can.

Your supervisors will be your main contacts during your MRes and PhD and will be responsible for your academic progress and for ensuring that you complete all components of your MRes successfully and submit your PhD thesis on time. Your supervisors should also help to ensure that you complete any relevant training courses and comply with departmental safety guidelines where appropriate.

Contacts in the CDT Neurotechnology and Bioengineering Department

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with</th>
<th>How to contact them</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOUR SUPERVISOR</strong></td>
<td>Research and academic issues</td>
<td>In person, by email or phone</td>
</tr>
<tr>
<td>CDT/MRes Cohort mentor: Amanda Foust</td>
<td>Personal matter</td>
<td><a href="mailto:a.foust@imperial.ac.uk">a.foust@imperial.ac.uk</a></td>
</tr>
<tr>
<td>CDT/Centre for Neurotechnology Manager: Kate Hobson</td>
<td>Academic issues Personal matters</td>
<td><a href="mailto:k.hobson@imperial.ac.uk">k.hobson@imperial.ac.uk</a> +44 (0) 20 7594 5101</td>
</tr>
<tr>
<td>MRes Programme Director: Andrei Kozlov</td>
<td>Academic issues Personal matters</td>
<td><a href="mailto:a.kozlov@imperial.ac.uk">a.kozlov@imperial.ac.uk</a> +44 (0) 20 7594 1338</td>
</tr>
<tr>
<td>CDT Director: Simon Schultz</td>
<td>Research and academic issues</td>
<td><a href="mailto:s.schultz@imperial.ac.uk">s.schultz@imperial.ac.uk</a> +44 (0) 20 7594 0770</td>
</tr>
<tr>
<td>Postgraduate Tutor: Tom Ellis</td>
<td>Academic issues Personal matters</td>
<td><a href="mailto:t.ellis@imperial.ac.uk">t.ellis@imperial.ac.uk</a> +44 (0) 20 7594 1473</td>
</tr>
<tr>
<td>The Bioengineering Student Office</td>
<td>Time tabling Teaching policies &amp; procedures Illness &amp; absences</td>
<td><a href="mailto:l.osullivan@imperial.ac.uk">l.osullivan@imperial.ac.uk</a> +44 (0)20 7594 9660</td>
</tr>
<tr>
<td>Louise O’Sullivan</td>
<td>Mitigating circumstances Admissions Programme administration Examinations</td>
<td><a href="mailto:r.pointer@imperial.ac.uk">r.pointer@imperial.ac.uk</a> +44 (0) 20 7594 5122</td>
</tr>
<tr>
<td>Rebecca Pointer</td>
<td></td>
<td><a href="mailto:m.obrien@imperial.ac.uk">m.obrien@imperial.ac.uk</a> +44 (0) 20 7594 9296</td>
</tr>
<tr>
<td>Maddi O’Brien</td>
<td></td>
<td><a href="mailto:samantha.kemp@imperial.ac.uk">samantha.kemp@imperial.ac.uk</a> +44 (0)20 7594 9115</td>
</tr>
<tr>
<td>Samantha Kemp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bioengineering Department Disability Officer: Louise O’Sullivan</td>
<td>Disabilities and additional support</td>
<td><a href="mailto:bg-ddo@imperial.ac.uk">bg-ddo@imperial.ac.uk</a> +44 (0) 20 7594 6373</td>
</tr>
<tr>
<td>Industrial Liaison Manager: Robert Ferguson</td>
<td>Industrial placements Networking, contacts and careers</td>
<td><a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a> +44 (0) 20 7594 6371</td>
</tr>
<tr>
<td>Bioengineering Librarian: Ms Eleni Zazani</td>
<td>Referencing &amp; reference management software, plagiarism workshops, finding books, using e-journals</td>
<td><a href="mailto:e.zazani@imperial.ac.uk">e.zazani@imperial.ac.uk</a> +44 (0)20 7594 8880</td>
</tr>
<tr>
<td>Student representatives</td>
<td>Liaison between the student body and the CDT/Department, and other student organisations e.g. Imperial College Union</td>
<td>Find your representatives on the webpage: <a href="http://www.imperial.ac.uk/bioengineering/admin/current-pgt/staff-student-committee/">http://www.imperial.ac.uk/bioengineering/admin/current-pgt/staff-student-committee/</a></td>
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</tbody>
</table>
College-wide resources
Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student Space website</td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a></td>
</tr>
<tr>
<td>College tutors</td>
<td>Confidential support for students, independent of your academic department, where you can discuss academic issues and all aspects of pastoral care.</td>
<td><a href="http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/">http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/</a></td>
</tr>
<tr>
<td>Imperial College Security</td>
<td>In case of any kind of fire, medical emergency, or threat, contact Security immediately.</td>
<td><a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a> +44 (0)20 7589 1000 Dial 4444 from any internal telephone.</td>
</tr>
<tr>
<td>Imperial College Health Centre</td>
<td>Doctors and nurses are available to provide care for a range of medical and psychological problems.</td>
<td><a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a> +44 (0)20 7584 6301 <a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a></td>
</tr>
<tr>
<td>Student Counselling Service</td>
<td>Free and confidential short-term counselling is available to all students, to discuss any personal issue.</td>
<td><a href="http://www.imperial.ac.uk/counselling/">http://www.imperial.ac.uk/counselling/</a></td>
</tr>
<tr>
<td>Student Hub</td>
<td>Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.</td>
<td><a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a></td>
</tr>
<tr>
<td>International Student Support</td>
<td>General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).</td>
<td><a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a> +44 (0) 20 7594 8040.</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.</td>
<td><a href="http://www.imperial.ac.uk/chaplaincy/">http://www.imperial.ac.uk/chaplaincy/</a></td>
</tr>
<tr>
<td>Centre for Academic English</td>
<td>The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.</td>
<td><a href="http://www.imperial.ac.uk/academic-english">http://www.imperial.ac.uk/academic-english</a></td>
</tr>
<tr>
<td>Imperial College Union Advice Centre</td>
<td>The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.</td>
<td><a href="https://www.imperialcollegeunion.org/advice">https://www.imperialcollegeunion.org/advice</a></td>
</tr>
<tr>
<td>Imperial College Success Guides</td>
<td>Advice on developing the skills that you will need to help you through your degree.</td>
<td><a href="http://www.imperial.ac.uk/students/success-guide/">http://www.imperial.ac.uk/students/success-guide/</a></td>
</tr>
<tr>
<td>Careers Service</td>
<td>The Careers Service provides information on work placements, job opportunities, further study and careers advice.</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
</tbody>
</table>
Student Space

The Student Space website is the central point for information on health and well-being.
www.imperial.ac.uk/student-space

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.

Support in your hall of residence

In addition to the support available from the CDT and department, if you’re staying in College accommodation you will have access to a range of support within your hall. 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.

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.

Further information on health and wellbeing services is available in Section 3 of this handbook.
## Key Dates/Useful Dates 2018-19

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Term</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 October – 05 October 2018</td>
<td>Autumn</td>
<td>Term dates 2018-2019</td>
</tr>
<tr>
<td>2</td>
<td>08 October – 12 October 2018</td>
<td>Autumn</td>
<td>Autumn term: 29 Sept 2018 – 14 Dec 2018</td>
</tr>
<tr>
<td>3</td>
<td>15 October – 19 October 2018</td>
<td>Autumn</td>
<td>Spring term: 5 Jan 2019 – 22 Mar 2019</td>
</tr>
<tr>
<td>4</td>
<td>22 October – 26 October 2018</td>
<td>Autumn</td>
<td>Summer term: 27 Apr 2019 – 29 Jun 2019</td>
</tr>
<tr>
<td>5</td>
<td>29 October – 02 November 2018</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>05 November – 09 November 2018</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12 November – 16 November 2018 - Reading week</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>19 November – 23 November 2018</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>26 November – 30 November 2018</td>
<td>Autumn</td>
<td>Bank holidays: Christmas Day – 25 December 2018</td>
</tr>
<tr>
<td>10</td>
<td>03 December – 07 December 2018</td>
<td>Autumn</td>
<td>Boxing Day – 26 December 2018</td>
</tr>
<tr>
<td>11</td>
<td>10 December – 14 December 2018</td>
<td>Autumn</td>
<td>New Year’s Day – 01 January 2019</td>
</tr>
<tr>
<td>12</td>
<td>17 December – 21 December 2018</td>
<td>Christmas</td>
<td>Good Friday – 19 April 2019</td>
</tr>
<tr>
<td>14</td>
<td>31 December 2018 – 04 January 2019</td>
<td>Christmas</td>
<td>Early May Bank Holiday – 06 May 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring Bank Holiday – 27 May 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Summer Bank Holiday – 26 August 2019</td>
</tr>
<tr>
<td>1 (15)</td>
<td>07 January – 11 January 2019</td>
<td>Spring</td>
<td>College Closure Dates</td>
</tr>
<tr>
<td>2 (16)</td>
<td>14 January – 18 January 2019</td>
<td>Spring</td>
<td>Note – access to RSM is restricted</td>
</tr>
<tr>
<td>4 (18)</td>
<td>28 January – 01 February 2019</td>
<td>Spring</td>
<td>Easter: Thurs 18 Apr – Tues 23 Apr (incl)</td>
</tr>
<tr>
<td>5 (19)</td>
<td>04 February – 08 February 2019</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>6 (20)</td>
<td>11 February – 15 February 2019</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>7 (21)</td>
<td>18 February – 22 February 2019 - Reading week</td>
<td>Spring</td>
<td>Graduation Ceremonies:</td>
</tr>
<tr>
<td>8 (22)</td>
<td>25 February – 01 March 2019</td>
<td>Spring</td>
<td>Commemoration Day:</td>
</tr>
<tr>
<td>9 (23)</td>
<td>04 March – 08 March 2019</td>
<td>Spring</td>
<td>Wed 17 Oct 2018</td>
</tr>
<tr>
<td>10 (24)</td>
<td>11 March – 15 March 2019</td>
<td>Spring</td>
<td>Postgraduate Awards Day:</td>
</tr>
<tr>
<td>12 (26)</td>
<td>25 March – 29 March 2019</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>13 (27)</td>
<td>01 April – 05 April 2019</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>14 (28)</td>
<td>08 April – 12 April 2019</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>15 (29)</td>
<td>15 April – 19 April 2019</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>16 (30)</td>
<td>22 April – 26 April 2019</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>1 (31)</td>
<td>29 April – 03 May 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>2 (32)</td>
<td>06 May – 10 May 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>3 (33)</td>
<td>13 May – 17 May 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>4 (34)</td>
<td>20 May – 24 May 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>5 (35)</td>
<td>27 May – 31 May 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>6 (36)</td>
<td>03 June – 07 June 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>7 (37)</td>
<td>10 June – 14 June 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>8 (38)</td>
<td>17 June – 21 June 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>9 (39)</td>
<td>24 June – 28 June 2019</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>All weeks after</td>
<td>July – September 2019</td>
<td>Research project</td>
<td></td>
</tr>
</tbody>
</table>

You can also find useful information about key dates on the following websites:

- [http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/](http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/)
- [http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)
Section two:
Your degree programme
4. PROGRAMME INFORMATION

As a postgraduate master student, you’ve already spent a significant amount of time at university, whether here at Imperial College London or elsewhere. Congratulations on your achievements so far; you’ve joined the leading Department for Bioengineering in the UK, at one of the best universities in the world.

Your programme of research and study in Neurotechnology will be complemented by a comprehensive programme of professional development, delivered by Imperial’s Graduate School. This is a critical part of postgraduate study at Imperial. It includes over 100 free professional development courses to enable you to continually develop as a researcher and gain skills that will benefit your career.

You will all have a different journey, and different experiences during your time at Imperial. Every student on the MRes Neurotechnology will be researching with a multidisciplinary team of supervisors. In addition, within the Department of Bioengineering, you will find many of your fellow students are studying on different programmes. You will therefore engage with colleagues who specialise in different areas and have different background knowledge, which will be very beneficial for you in developing an interdisciplinary outlook.

Bear in mind that some things at Imperial may be very different to previous institutions at which you may have studied. It is best not to make assumptions about rules and what you have to do – always ask your Supervisor, Module Leader, or the CDT Manager/Student Office if you’re not sure of something.

We hope that you will find the Department of Bioengineering to be a lively, inspiring place. As you know, university students are expected to take responsibility for their own learning and welfare, but there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

As a student of the MRes Neurotechnology programme, you will gain technical knowledge, expertise and transferable skills in this exciting area. Our students typically come from an engineering or physical science background, such as Bioengineering, Mechanical or Electrical and Electronic Engineering, Physics, but we also have students with a background in neuroscience. The majority of you will move directly on to the PhD phase as part of the four-year CDT Neurotechnology programme, but for all of you, the MRes will prepare you for an innovative research career in Neurotechnology. The programme aims to:

- Provide a solid foundation in research, for those continuing on with the CDT Neurotechnology programme, or those intending to go on to study for a separate PhD
- Produce postgraduates equipped to pursue careers at the interface between neuroscience and engineering in academia, industry, and elsewhere
- Develop the ability to undertake research in multidisciplinary teams at this interface
- Develop research and analytical skills related to neurotechnology
- Develop oral and written scientific presentation skills
- Provide an experience which is intellectually stimulating, enjoyable, and meets students’ needs

You may have moved from another university to attend Imperial College London, or perhaps you’ve moved internationally. It can take some time to adapt to the changes and you may feel overwhelmed. We understand this and would recommend that you get involved with Departmental life and also explore some of the clubs and societies outside of your academic area. London is a fantastic city so make sure you do some exploring as well.
PROGRAMME DESCRIPTION

The MRes Neurotechnology is a 12-month full-time programme, leading to the award of the MRes Neurotechnology degree and also forms the first year of the four-year CDT Neurotechnology programme. The course involves lectures and practical work in the first term, followed by full-time work on a research project. A variety of seminars and workshops are provided to deepen and broaden your research skill base. The programme will prepare students to analyse and solve problems in neurotechnology using an integrated, multidisciplinary approach and will form a solid foundation in research for those continuing on to the PhD phase of the CDT programme.

As an inherently multidisciplinary degree, the MRes gives students the advantage of being able to integrate both with their MRes/CDT cohort and the research groups of their individual supervisors. All students – CDT and one-year MRes – will sit together in the dedicated CDT space, and will carry out activities together, whilst also interacting with students in the departments of their supervisors.

A selection of “short workshop” format modules is provided, primarily in the first term, to address key technical training requirements for multidisciplinary research in neurotechnology. Most research training is however provided by the research supervisors within their groups. Students are required to attend CDT Neurotechnology colloquia and will also normally take modules from MSc programmes.

Assessment is in the form of written exams, written reports (including the final thesis, due in mid-September), poster and journal club presentations and a final oral examination. A full description of the MRes Neurotechnology programme, including information on programme aims and learning outcomes, is provided in the Programme Specification, which can be downloaded from the CDT website at: http://www.imperial.ac.uk/neurotechnology/cdt/training/mres/.

Information about the CDT and MRes Neurotechnology, for current students can be found on the CDT website at http://www.imperial.ac.uk/neurotechnology.

Information about the Department of Bioengineering, including history, teaching and research information, can be found on our website at http://www.imperial.ac.uk/bioengineering/about/.

Information about Imperial College London, including history, strategy, finances, structure and governance can be found on the website at http://www.imperial.ac.uk/about/.
PROGRAMME LEARNING OUTCOMES

The Imperial Graduate Attributes are a set of core competencies which we expect students to achieve through completion of any Imperial College degree programme. The Graduate Attributes are available at: www.imperial.ac.uk/students/academic-support/graduate-attributes

Knowledge and Understanding of:

- Core and specialised concepts in neurotechnology research;
- Research techniques, including information retrieval, experimental design and statistics, computer modelling, sampling, experimental techniques, engineering design, problem solving, and laboratory safety;
- Detailed knowledge and understanding of the essential facts, concepts, principles and theories relevant to the student’s project;
- Management and communication skills, including problem definition, project design, decision processes, teamwork, written and oral reports, scientific proposals and publications.

Intellectual Skills:

- Analyse and solve problems in neurotechnology using an integrated multidisciplinary approach;
- Integrate and evaluate information;
- Formulate and test hypotheses using appropriate design of models or experiments, as well as statistical analysis of data;
- Plan, conduct and write-up a programme of original research.

Practical Skills:

- Plan and execute safely a series of experiments or computations;
- Use laboratory methods or computer-based tools to generate data;
- Analyse results, determine their strength and validity, and make recommendations;
- Prepare technical reports;
- Give technical presentations;
- Use the scientific literature effectively.

Transferable Skills:

- Communicate effectively across different scientific disciplines through oral presentations, computer processing and presentations, and written reports;
- Apply knowledge, experimental, and modelling skills;
- Management skills: decision processes, objective criteria, problem definition, project design and evaluation needs;
- Integrate and evaluate information from a variety of sources;
- Transfer techniques and solutions from one discipline to another;
- Use Information and Communications Technology;
- Manage resources and time;
- Learn independently with open-mindedness and critical enquiry;
- Learn effectively for the purpose of continuing professional development.
PROGRAMME STRUCTURE

This MRes programme is a full-time course that lasts for a whole calendar year. Students are expected to be in attendance the whole year around, apart from College closure dates: [http://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/](http://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/)

The taught element of the MRes makes up 25% of the MRes mark. You will take core taught modules and practicals in the first term and must select two or more elective modules/workshops in terms 1 or 2 to complete the taught element and make a total of 18 credits (ECTS). The research element comprises 75% of the overall MRes mark. Details of taught modules and assessed components of the research element are shown in the table below.

<table>
<thead>
<tr>
<th>Element</th>
<th>Module</th>
<th>Weighting</th>
<th>% of element</th>
<th>% of overall MRes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught element (25%)</td>
<td>Neuroscience</td>
<td>33%</td>
<td>8.25%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics and Data Analysis</td>
<td>33%</td>
<td>8.25%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journal Club</td>
<td>17%</td>
<td>4.25%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethical &amp; Social Implications of Neurotechnology</td>
<td>17%</td>
<td>4.25%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computational Methods Training</td>
<td>0% (P/F)</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-4 elective modules to the value of at least 4 ECTS*</td>
<td>0% (P/F)</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Research element (75%)</td>
<td>Research Project (individual components as below)</td>
<td>100%</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature review and thesis proposal</td>
<td>13.3%</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poster presentation</td>
<td>13.3%</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis (including research conduct)</td>
<td>60%</td>
<td>45%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oral exam</td>
<td>13.3%</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>

In addition to above: All postgraduate students are required to take a compulsory online course in plagiarism awareness and at least 2 professional skills courses run by the Graduate School: [http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/](http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/)

* Students choose a combination of modules from MSc Biomedical Engineering modules (2 ECTS each), and Technical lab skills workshops (1 ECTS each)

Taught element

Selecting elective modules

As part of your MRes programme, you will choose elective modules to total 4 ECTS (minimum) from the following groups:

- Group 1: MSc Biomedical Engineering modules (2 ECTS each)
- Group 2: Technical lab skills workshops (1 ECTS each)
Available electives are listed below. Module descriptions are available on DSS and on the Bioengineering website (MSc modules only): [http://www.imperial.ac.uk/bioengineering/admin/current-ug/options/b9a1/](http://www.imperial.ac.uk/bioengineering/admin/current-ug/options/b9a1/)

### Term 1

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module name</th>
<th>Elective group</th>
<th>ECTS value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE9-MAPMDA</td>
<td>Advanced Physiological Monitoring and Data Analysis</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>MSE 315</td>
<td>Biomaterials</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MBIMG</td>
<td>Biomedical Imaging</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MRELEC</td>
<td>Electrophysiology</td>
<td>Group 2</td>
<td>1</td>
</tr>
<tr>
<td>BE9-MMLNC</td>
<td>Machine Learning and Neural Computation</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MMMB</td>
<td>Mathematical Methods for Bioengineers</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MMDC</td>
<td>Medical Device Certification</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MDEVEN</td>
<td>Medical Device Entrepreneurship</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MROIT</td>
<td>Optical Imaging Techniques</td>
<td>Group 2</td>
<td>1</td>
</tr>
<tr>
<td>BE9-MSPHYS</td>
<td>Systems Physiology</td>
<td>Group 1</td>
<td>2</td>
</tr>
</tbody>
</table>

### Term 2

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module name</th>
<th>Elective group</th>
<th>ECTS value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE 417</td>
<td>Advanced Biomaterials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSE 418</td>
<td>Advanced Tissue Engineering</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MBMIME</td>
<td>Biomimetics*</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MBMI</td>
<td>Brain Machine Interfaces</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MCMIM</td>
<td>Cellular and Molecular Mechanotransduction</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MCNS</td>
<td>Computational Neuroscience</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MECT</td>
<td>Engineering in Cancer Therapy</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MFIMG</td>
<td>Flow Imaging</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MHASP</td>
<td>Hearing and Speech Processing</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MHNCL</td>
<td>Human Neuromechanical Control and Learning</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE3-HIPR</td>
<td>Image Processing</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>E4.55</td>
<td>MEMS and Nanotechnology (term tbc)</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MMCTB</td>
<td>Molecular Cell and Tissue Biomechanics</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MMTIMG</td>
<td>Molecular and Tissue Imaging</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MOBMX</td>
<td>Orthopaedic Biomechanics</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE3-HPFM</td>
<td>Physiological Fluid Mechanics</td>
<td>Group 1</td>
<td>2</td>
</tr>
<tr>
<td>BE9-MRTMB</td>
<td>Techniques in Molecular Bioengineering (term tbc)</td>
<td>Group 2</td>
<td>1</td>
</tr>
</tbody>
</table>

*If you decide to take Biomimetics, you must also take the course’s journal club (coursework), paired with other students.

It should be noted that not all combinations of electives may be possible due to timetabling constraints. Timetables are available online at: [http://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/](http://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/)

Elective module selection is via the Departmental Student system (DSS): [http://www.imperial.ac.uk/dss](http://www.imperial.ac.uk/dss). Please familiarise yourself with DSS once you have arrived in the department and select your electives online once you have discussed these with your supervisor. Teaching starts in week 2 so you must finalise your electives by the end of week 2 at the latest. Registration of elective courses on DSS ensures that you are also enrolled in College’s Virtual Learning Environment (VLE), Blackboard (see later in this handbook).

Further instructions on module selection will be provided at the start of the academic year, however if you have any difficulties or questions, please speak to the CDT Manager or someone in the Student Office.

**Timetables**

Your timetable will be made available at the beginning of term. The Department publishes year-group timetables online on the following page but students are always advised to consult their own personal timetable in the first instance: [http://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/](http://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/)

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Reading lists

Reading lists for each of your modules can be found online as part of the module descriptors or will be supplied directly by the lecturers. The College Central Library has copies of all the textbooks you will need so there is no need to rush out and buy copies of them! The Department also has a small collection of books which you are welcome to use but you may not take away from the Department.

Reading week

Every term, there is a Reading Week, usually Week 7 of term. The Reading Week is free from lectures and is meant for reading, studying and catching up, though note that study groups and labs do still take place. The following rules apply to reading week:

- You are expected to remain present and assessable during Reading Week. The UKVI and College regulations require you, as an enrolled student, to be present during term time. Absences are not allowed unless necessary and these must be authorised in advance. A request for absence can be made with the appropriate form, available online from: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/
- There will be no lectures in Reading Week so you can catch up with learning and also work on coursework or projects
- GTA (Graduate Teaching Assistant) led laboratories/practicals and study groups will run during Reading Week so you can continue to get GTA support. Attendance at these labs and study groups is still mandatory
- The Reading Weeks apply to Bioengineering modules only. If you take modules in other departments you will probably have lectures during our Reading Week. Although some Departments also have a Reading Week, it might not be the same week as ours.

Research element

The research element comprises 75% of the overall MRes mark and comprises four components:

1. You will begin working on a six-page literature review and thesis proposal in the first term, ready to submit this in February.
2. In the summer you will produce a poster detailing your plan of research and preliminary results and present this to two examiners as part of the annual CDT Research Symposium in July.
3. The research project will comprise much of the time spent on the course over the year and is worth 45% of the overall degree mark. For your project, you will be marked on research conduct (30%) and your MRes thesis (70%). You will work on one single project through the year and will either work in one lab or may undertake “rotations” in the individual labs of your MRes supervisors. The format of the research project should be discussed with your supervisor and (if required) MRes Programme Director and finalised in the first term.
4. Your oral examination will take place after final submission of the thesis and will comprise an initial 15-minute presentation of your work, followed by a discussion of 15-30 minutes. The aim of the oral is to:
   - develop your ability to participate in academic discussions
   - confirm that you can defend verbally the submitted written thesis
   - examine how you are able to connect the work presented in the thesis with the wider research field
   - ascertain that you meet the criteria to be awarded with the MRes in Neurotechnology
ASSESSMENT

Assessment is via a mixture of written exams, coursework and presentations. A summary of assignments for the year is shown here (though please note that due dates are provisional and will be confirmed after the start of term).

A summary of assessments and descriptions for all coursework assignments, plus marking criteria and example mark sheets will be available on the MRes Neurotechnology page of the College’s Virtual Learning Environment (VLE), Blackboard (see details later in this handbook): https://bb.imperial.ac.uk

<table>
<thead>
<tr>
<th>Term</th>
<th>Date*</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Various</td>
<td>Oral presentation: Journal Club</td>
</tr>
<tr>
<td>1</td>
<td>November</td>
<td>Coursework (Python assignment): Computational Methods Training</td>
</tr>
<tr>
<td>1</td>
<td>November</td>
<td>Coursework: Ethical &amp; Social Implications of Neurotechnology</td>
</tr>
<tr>
<td>1</td>
<td>December</td>
<td>Coursework: Medical Device Entrepreneurship</td>
</tr>
<tr>
<td>1</td>
<td>End of term 1</td>
<td>Online course: Plagiarism awareness (unassessed)</td>
</tr>
<tr>
<td>2</td>
<td>Jan (week 1)</td>
<td>Written exam: Neuroscience</td>
</tr>
<tr>
<td>2</td>
<td>Jan (week 1)</td>
<td>Written exam: Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td>2</td>
<td>February 11th</td>
<td>Coursework: Literature Review &amp; Thesis Proposal</td>
</tr>
<tr>
<td>2</td>
<td>End of term 2</td>
<td>Coursework: reports on elective modules taken for credit</td>
</tr>
<tr>
<td>3</td>
<td>July</td>
<td>Poster presentation</td>
</tr>
<tr>
<td>3</td>
<td>September 9th</td>
<td>MRes THESIS SUBMISSION</td>
</tr>
<tr>
<td>3</td>
<td>By September 20th</td>
<td>Oral examination</td>
</tr>
</tbody>
</table>

* please note these dates are provisional and will be confirmed after the start of term

In addition to the assessed components of the course, you will be expected to attend the CDT seminars throughout the year and are encouraged to take additional professional skill development courses offered by the Graduate School.

Submitting coursework and taking exams

Many modules have associated formal coursework, which will normally be submitted via College’s Virtual Learning Environment (VLE), Blackboard (see later in this handbook).

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:


Assignment deadlines

Please take note of the assessment deadlines above, but you will additionally be informed of all upcoming deadlines by the CDT Manager or Student Office in sufficient time. There are very strict deadlines for the
submission of assessed coursework. You should plan your work so that you can complete these assignments in the appropriate time. To help you plan and manage your time, the Department publishes the coursework deadlines for the forthcoming term and the date by which you can expect to receive feedback. This information is provided at the start of term.

If you are in danger of missing a deadline, submit such work as has been completed. We cannot extend deadlines for coursework without being unfair to the entire cohort of students. Firm deadlines also assist the staff in returning marks and any comments on your work promptly.

If you do have problems in submitting assessed work on time, please contact the CDT Manager or Student Office and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (see later in the handbook).

Mitigating Circumstances

This policy on late submission does not apply where a student has been granted an extension after successfully making a claim for mitigated circumstances, but it would apply if a student missed the extended deadline without any subsequent approved further extension. Please see Section 4 of this handbook for more information on Mitigating Circumstances, and the full College Policy on Late submission of Assessment.

Please note, we cannot take mitigating circumstances into account when assessing marks unless we hear from you before the examinations, so it is better to get in touch sooner rather than later if you think you have mitigating circumstances.

Plagiarism

Coursework must be your own work and not copied, or plagiarised, from others. Most coursework will be submitted electronically via Blackboard, which has a plagiarism detector called TurnItIn. For more information on plagiarism, please see information later in this handbook or on the College website at:

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

Marking and feedback

Written coursework will normally be marked by your lead supervisor and major items of coursework will be double marked by an independent assessor. However, marking procedures will be detailed in individual assignment description. The final thesis will be marked by the project supervisor and an independent examiner selected in advance by your supervisor. These two examiners will also conduct the oral examination. The mark awarded for research conduct will be decided upon by the project supervisors only (all supervisors involved will agree on a mark).

Return of marks

Coursework marks will either be returned to you by the responsible lecturer, will be available from the CDT Manager or Student Office, or will be available on Blackboard.

Issuing of provisional marks

The Department may release provisional marks for some assessed work prior to ratification by the Board of Examiners. It will be made clear to students in the coursework calendar if provisional marks will be released or not. Where such marks are released, they are provisional and are subject to change by the Board of Examiners.

Provisional marks will not be released for major pieces of work (e.g. thesis) prior to the meeting of the Board of Examiners. See later in this handbook for a link to the College’s policy on the Issuing of Provisional Marks.

Feedback formats

Feedback may be provided in one of a number of formats, including (but not limited to):

- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours, meetings with Personal Tutors)
- Interactive (problem solving tutorials with GTAs & study groups, peer feedback)
Written (solutions/model answers to coursework, electronic feedback on online quizzes)

Timing of feedback
The dates for students to receive feedback on their assessments are indicated in the coursework calendars provided before the start of teaching.

Typically, these deadlines are set for 10 working days (not including weekends, public holidays or College Closure days) after the submission deadline. However, in some circumstances, such as when an assessment is particularly significant and will therefore take a long time to mark, a longer timeframe for feedback may be set. A longer timeframe will also be set for feedback on examinations.

Please refer to the coursework calendar for information on when coursework is due for submission and when you can expect to receive feedback on your work.

Feedback on exams (if applicable)
Preliminary exam results will be provided to students as provisional marks. These results are subject to change by the Board of Examiners, for example by moderation. Module leaders will produce a short summary of cohort performance in examinations which will be provided to students after the Board of Examinations.

Moderation policy
Occasionally it is necessary to moderate exam and/or module marks to account for a variety of situations (e.g., an exam that turned out to be too difficult, or failed to discriminate between students well near the pass mark). Moderation only takes place on anonymised module marks. The process of moderation for modules run by the Department of Bioengineering is explained later in this handbook.

Rules of Progression and Classification
To pass the programme, you must:

- Complete all course requirements, including passing non-assessed elective modules, and participating in mandatory extra-curricular activities, and
- Achieve an aggregated mark of 50% in each element, leading to an overall pass mark of 50%.

The pass mark for each individual module is 50%. To qualify for the MRes degree, the mark averaged over all modules for each element (aggregated mark) must exceed 50%. If any module scores less than 50%, it must be compensated by other modules in the same element. However, if any module scores less than 40%, it is deemed to be failed and the Board of Examiners at their discretion will decide whether the student can be deemed to have passed the MRes overall.

Award of Merit and Distinction
Students who obtain a mark exceeding 60% in both elements may be awarded the MRes degree with Merit, unless they are entitled to be awarded a Distinction.

Students who obtain a mark exceeding 70% in both elements may be awarded the MRes degree with Distinction.

Grade descriptions
In UK universities, exams and coursework are set to challenge all students even the best. Typically, modules have a mean mark in the range 60-70%. This is very different to for example Grade Point Average systems used in other countries, where the class mean is much higher. While exam marks are determined by the mark schemes, the following grade descriptors may be helpful in explaining what the examiners are looking for.
<table>
<thead>
<tr>
<th>Class: Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st: 70%+</td>
<td>An excellent piece of work that is well set out, lucid, unambiguous and factually complete. Indicates that the student has a good grasp of the concepts and mechanisms involved. Includes a critical or creative contribution. Good diagrams where appropriate.</td>
</tr>
<tr>
<td>Upper 2nd: 0-69%</td>
<td>A clear exposition that contains the essential material, (including basic mechanisms, concepts) and sufficient additional material to show that the student has a good understanding of the subject. Good diagrams where appropriate. Normally free from errors in reasoning.</td>
</tr>
<tr>
<td>Lower 2nd: 50-59%</td>
<td>An adequate presentation, which includes most of the essential material logically presented with indications that it is understood rather than simply regurgitated.</td>
</tr>
<tr>
<td>3rd: 40-49%</td>
<td>Presentation of some of the basic facts/mechanisms but with little detail and some omissions and errors.</td>
</tr>
<tr>
<td>Fail: 39-30%</td>
<td>Facts rather thin, with some material confused or presented in an ambiguous manner that suggests that the student does not fully understand the appropriate concepts.</td>
</tr>
<tr>
<td>Bad Fail: 29% or less</td>
<td>Clearly lacking in content. Confused or erroneous reasoning. Major point(s) omitted and errors of fact.</td>
</tr>
</tbody>
</table>

**External examiners**

The Department’s commitment to excellence in teaching and learning is assisted by its external examiners who perform a vital role in ensuring that:

- The standard of the degrees we award is comparable to other UK universities as defined by the QAA national benchmarks
- The standard of the degrees we award is consistent with the specification of our own programme and module specifications
- The Imperial assessment policy is implemented such that:
  - Student achievement is measured against intended learning outcomes
  - Assessment is implemented fairly and equitably.

The external examiner for the MRes Neurotechnology programme is: **Dr Mark van Rossum, University of Nottingham**.

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.
5. ADDITIONAL PROGRAMME ACTIVITIES

TAUGHT MODULES IN THE DEPARTMENT OF BIOENGINEERING AND OTHER DEPARTMENTS

In addition to the compulsory modules taken, MRes students in the Department are permitted to audit (i.e. to attend but not be assessed for) any subject-specific modules offered by the Department, or elsewhere in the College. A list of all taught modules offered by the Bioengineering can be found on the DSS system, or at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/options

Attendance on modules must be arranged in consultation with your supervisor and the CDT Manager and permission to attend Bioengineering modules must be arranged with the Student Office.

If you are interested in attending a module in another Department, please contact the Student Office in RSM 321c to organise access. Usually the hosting department needs to give permission whilst priority is given to their own students.

PROFESSIONAL SKILLS DEVELOPMENT

All postgraduate students are required to take a compulsory online course in plagiarism awareness and at least 2 professional skills courses. Such courses are provided by the award-winning Graduate School. Their MasterClass programme has been designed specifically to meet the needs of master’s level students. It is a series of stand-alone lectures covering a range of skills. Each of the sessions has been designed to give you an introduction to each individual topic.

The lecture sessions are normally 90 minutes in duration and held on Wednesday lunchtimes. Courses are free and there is no limit to the number you can attend. These generic lecture sessions also offer a great opportunity for you to meet fellow students from other parts of the College. The full programme can be viewed on the Graduate School website, and you should read the course description and discuss your timetable with your course director before booking.

A pdf booklet detailing the courses will be emailed to you in Welcome Week and full details can be found on the Graduate School website at: http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/

CDT SEMINARS

The Centre for Neurotechnology runs regular seminars, which all MRes Neurotechnology and CDT students are expected to attend. MRes Neurotechnology students will normally take the speakers to lunch on the day of the seminar talks. Details are available online at: http://www.imperial.ac.uk/neurotechnology/news-and-events/events/.

You are encouraged also to attend seminars outside the CDT; the Department of Bioengineering hosts regular seminars as do many of the other departments – check College and departmental websites for details. Experience shows that even when a seminar is not in your area it can often spark ideas or inform you about methods that will be of value for your own project. In this respect the seminar series available throughout the College provide you with a unique opportunity to broaden your scientific horizons.

OTHER CDT ACTIVITIES

The CDT organises a number of other activities for students on the programme, most of which are also available to those on the one-year MRes Neurotechnology. Details will be communicated to you throughout the year.
Section three:
Departmental information and other key information
6. LOCATION AND FACILITIES

LOCATIONS

For the MRes year, CDT students have access to a desk in the EPSRC Centres for Doctoral Training suite, on the 4th floor of the Imperial College Science Museum building (ICSM). Where possible, desk space is also allocated here to MRes Neurotechnology students. Access to the CDT space is via the Sherfield Building level 2 lift lobby as shown in the following diagram:

The EPSRC Centres for Doctoral Training suite is located on the 4th floor of the ICSM building with access via the SHERFIELD Level 2 Lift lobby. Please note that there is no access to the space via the Central Library.

This space – which is shared with 9 other CDTs – comprises open plan desk space for 130 students, 4 teaching rooms, a kitchen area and the CDT managers’ offices. Each desk comes with a lockable pedestal. Please contact the CDT Manager if the desk key is not in the drawer. Lockers are also provided in the space. Please ensure you lock away valuables when away from your desk.

Please be mindful of your fellow students in this shared space. A guide to the CDT space and open plan etiquette will be provided to you in Welcome Week.

You are likely to have teaching and may also have a supervisor based in The Department of Bioengineering, which is housed mainly on levels 3 and 4 of the Royal School of Mines Building (RSM), Goldsmith’s Wing, with additional laboratories and office space in the adjacent Bessemer Building. The RSM and Bessemer facilities comprise academic and support staff offices, two seminar rooms, several meeting rooms, several labs and space for over 120 PhD students. Administrative offices, including the Student Office, are located on level 3. Most of the academic offices are on level 4 RSM with some also in Bessemer level 4 and 7.
Two large computer rooms in RSM can be used by MRes, MSc and undergraduate students; RSM 338 which can be found at the opposite end of the corridor to the offices on Level 3 of the RSM, and RSM G07, which is located in the Goldsmith Wing of RSM, on the ground floor, end of the corridor.

There is a café on the ground floor of the library building and café and common room area on level 3 of the RSM building.

**Other campuses**  
You may need to travel to our other campuses at White City, Hammersmith or Paddington. Campus maps and travel directions are available at: [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

A free shuttle bus runs between the South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. Download the timetable at: [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

**Accessibility**  
Information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides: [www.disabledgo.com/organisations/imperial-college-london-2](http://www.disabledgo.com/organisations/imperial-college-london-2)

**Smoke-Free Policy**  
All Imperial campuses and properties are smoke-free. This means that smoking by staff and students is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds, [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

**LABORATORY INFORMATION AND PROCEDURES**

Laboratory locations will vary depending on the home departments of your supervisors, however information on Bioengineering labs is provided here. The Department of Bioengineering is housed in newly refurbished purpose-built space within the historic Royal School of Mines and its adjacent Bessemer buildings. Our Department boasts state-of-the-art laboratories, from 'wet labs' for cell culture, chemistry, histology, flow studies, biosensors and electrophysiology to 'dry labs' for modelling, electronics, 3D printing and imaging. The space has been designed to promote greater interaction among researchers, exactly what is needed for the interdisciplinary field that is modern bioengineering.

The individual labs can be further explored here: [http://www.imperial.ac.uk/bioengineering/about/facilities/](http://www.imperial.ac.uk/bioengineering/about/facilities/)

Usually it is the project supervisor who authorises lab access and advises on ordering consumables and equipment when needed. There is a comprehensive Laboratory/Safety Intranet where students can/should:

- Access training information and book training sessions
- Contact lab manager (Ken Keating) or lab technicians
- Do lab risk assessments
- Request lone working
- Order lab material (need approval from supervisor)
- Log equipment or infrastructure defects
- Report accidents

⇒ [https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/home.aspx](https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/home.aspx)
ACCESS

Your security card will give you access to the CDT space and the Department of Bioengineering. Laboratory access must be requested and will only be granted after the relevant safety inductions have been completed. Access to other departments must be arranged directly with that department.

The CDT space is only accessible with your swipe card. Your ID card permits access to the space between 8am and 11pm, Monday to Friday, however if you wish to work between 6pm and 11pm you must inform College Security so that they are aware of your presence in case of emergencies.

You may work in the Department of Bioengineering only between specified times, as detailed below. If you need to arrange other access, please speak to your Supervisor, or the CDT Manager.

College Security is very strict about access hours and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please contact the CDT Manager.

Access times for different users in the Department of Bioengineering:

<table>
<thead>
<tr>
<th>ID card group</th>
<th>Times</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>PhD</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>MSc, MRes</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
<tr>
<td>UG</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
</tbody>
</table>

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:
1. Get permission from your supervisor and the lab lead PI.
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out.
3. Ensure the induction is carried out and the form completed (see Link to Swipe access information: http://www.imperial.ac.uk/bioengineering/admin/info/swipe/ for more information)
4. Complete the online access request (including the uploading of the completed induction form).
**ICT**

**Support with ICT**
Students are provided with a desktop PC and monitor for the MRes year, with essential software (including MATLAB) installed.

Any problems or queries relating to computing, including requests for new software, should be addressed first to ICT (service.desk@imperial.ac.uk), and to our IT Support Officer (Edit Toth, e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden to bring in programs from outside.

As long as you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

**College account/email**
When you register online, you will be issued with a password and an e-mail address by ICT. They will also send you instructions on how to activate your account (see also the ICT website). Please check your email regularly as important information will be communicated to you this way. Your user name and password will allow you to log on to the College network and wifi.

**Rules for using the College network**
The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College’s Information Systems Security Policies, available at: http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

**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

**Imperial Mobile**
The free Imperial Mobile app allows you to access to College information and services, including your programme timetable, College emails and a library catalogue search tool, on any mobile device, phone, Android, iPad, iPhone, or iPod: www.imperial.ac.uk/imperialmobile

**Printing and photocopying**
A colour printer/photocopier/scanner is provided in the CDT space, next to the admin office. This is activated using your College ID card via the ICT print service, which allows you to pick up printing from any networked College ICT printer. See: http://www.imperial.ac.uk/ict/printservice for information on using this service.

Additional colour (ICT) printer/copiers are available in Bioengineering in the utility areas on Levels 3 and 4 and in RSM 3.06, and in the Central Library.

If you have problems with these machines or your swipe card, please contact ICT - do not try to correct problems yourself. All student groups/years will receive an initial print credit on their account. Please try and use the CDT or Departmental printers for your printing where possible, as opposed to those in other areas of the College.

**Online security**
Please ensure you familiarise yourself with the College’s ICT ‘Be Secure’ information. The information will help you to: protect computers and devices; protect College and personal information; protect yourself online; comply with laws and policies. Find out more at http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/.
**Virtual Learning Environment (VLE): Blackboard**

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. You can login to Blackboard from the following link: [https://bb.imperial.ac.uk/](https://bb.imperial.ac.uk/)

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

![Image](https://example.com/image.png)

Most coursework submission is carried out via Blackboard through a system called Turnitin. When submitting coursework through Turnitin, it is your responsibility to check that the file you uploaded was the correct one. This means you need to open the submitted file and check it is complete and the correct version.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on 0207 59 49000. Alternatively, you can raise an issue via the ASK ICT service ([https://imperial.service-now.com/ict/](https://imperial.service-now.com/ict/)).

**Panopto**

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the lecture theatres RSM 147 and RSM 228 are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, please speak to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard ([https://bb.imperial.ac.uk](https://bb.imperial.ac.uk)) and find the link called 'Lecture Recordings' in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at: [http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/).

Before using Panopto, please ensure you have read the College’s guidelines on audio and video lecture recording: [https://www.imperial.ac.uk/media/imperial-college/whats-on/public/Audioandvideolectrurerecordingguidelines.pdf](https://www.imperial.ac.uk/media/imperial-college/whats-on/public/Audioandvideolectrurerecordingguidelines.pdf).
7. HEALTH AND SAFETY

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

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 Department will provide, manage and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department and College will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety. Specific methods of research and the safety of this is the responsibility of the Principle investigator.

As a student, you must not work alone and unsupervised, nor out of hours.

YOUR DEPARTMENTAL SAFETY MANAGER IS:

Ken Keating (k.keating@imperial.ac.uk)
Room C01 – Bessemer building level 2
Telephone +44 (0) 20 7594 5170, 07590250478

All major health and safety decisions are made by the Departmental Safety Committee, which meets termly. Information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety

Further safety specific information regarding the departmental processes and procedures can be found at the departmental website: https://www.imperial.ac.uk/bioengineering/ (Internal > health and safety) It is essential that you ensure to familiarise yourself with these sites.

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building, particularly out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.
EMERGENCY PROCEDURES

In an emergency, dial extension 4444 from any internal phone or 020 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this to ensure that the emergency services gain site access.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages or intruders yourself. More information about fire safety is available on the Fire Safety website: http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.

Fire alarms
The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages or intruders yourself.

Building evacuation
Familiarise yourself with the various evacuation routes and use the nearest staircase – see safety noticeboards in the CDT space and in the Department of Bioengineering, and the maps at the end of the safety section of this handbook. Do not always head for main staircases as these can get very congested.

There are multiple fire evacuation signs throughout the buildings identified by a white arrow on a green background and sometimes a “running man”. From the main RSM staircase the exit is onto Prince Consort Road and the assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is Queens Tower. For the CDT space, the assembly points are the Queens Tower or Callendar Road. A fire safety induction for the CDT space will be provided in Welcome Week.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

PEEPS: to arrange a Personal Emergency Egress Plan please see the college guidance and contact the Departmental Safety manager.

First aid
Local emergency help is provided by qualified first-aiders – see safety noticeboards in the CDT space and Department of Bioengineering and later in this section for a list of who these people are in the Department. If no local help is available, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000.

HEALTH AND SAFETY ARRANGEMENTS FOR STUDENTS

Safety Induction
All new students must receive a Day One Health and Safety Induction before they can be issued with a swipe card. This will be covered in the Welcome session. There will be an additional safety induction lecture during the first week of term - you are required to attend and a register will be taken.

Laboratories and Workshops
You may not use laboratory or workshop equipment without permission and until training has been given. All local rules must be adhered to at all times.

Please note that:
• you will not be given access to the labs until you have completed the necessary safety procedures, training and inductions - therefore do this promptly when you are asked.
• departmental technical staff are here to assist you in your project, however please be aware that these are busy roles with many people to help so please plan in advance and make arrangements in plenty of time to avoid disappointment.

Practical Classes
For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class.

Accidents and Near Misses
All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class. It is then essential that a SALUS report is filed to allow this to be logged and any potential lessons to be learned, or improvement/fixes to be made to help prevent future occurrences.

It is appreciated that mistakes happen and that we can all make them from time to time. The department fosters a strict no blame culture and would like all occurrences to be reported on SALUS in order for us to ensure the safety of each researcher, staff member and student within it. We are all responsible for safety.

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.

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

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
F I R S T  A I D E R S

FOR EMERGENCY MEDICAL ASSISTANCE 9AM to 5PM MONDAY TO FRIDAY,  
PLEASE CONTACT ONE OF THE FIRST AIDERS LISTED BELOW

OUTSIDE THESE HOURS (OR IF NO FIRST AIDERS CAN BE CONTACTED), PLEASE RING 4444 (Security).  
From a mobile ring: 020 7589 1000.

STATE CLEARLY THE DETAILS OF THE EMERGENCY, YOUR EXACT LOCATION, YOUR NAME AND EXTENSION NUMBER.

Department of Bioengineering  
Nearest First Aid Box and plasters: RSM 3.05a

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<tr>
<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Sabrina Skeete</td>
<td>RSM G.04</td>
<td>020 759 46764</td>
<td>B615</td>
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<tr>
<td>Martin Holloway</td>
<td>RSM 3.07</td>
<td>020 759 45176</td>
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<tr>
<td>Paschal Egan*</td>
<td>RSM 4.24</td>
<td>020 759 46497</td>
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<td>-</td>
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<tr>
<td>Nick Linton**</td>
<td>RSM 4.38</td>
<td>079 894 36479</td>
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<tr>
<td>Edit Toth</td>
<td>B215</td>
<td>020 759 45191</td>
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<td>Jo Adam</td>
<td>B215</td>
<td>020759 46353</td>
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<td>Kemi Aofolaju</td>
<td>B216</td>
<td>020 759 45179</td>
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<tr>
<td>Joel Eustaquio</td>
<td>C01 Bessemer 2nd floor</td>
<td>078 728 50260</td>
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<tr>
<td>Marta Garcia Bellmunt</td>
<td>C01 Bessemer 2nd floor</td>
<td>07872 850 260</td>
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<tr>
<td>Phill Pearce**</td>
<td>B304A</td>
<td>078 108 48848</td>
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<tr>
<td>Daniel Stinner**</td>
<td>B304A</td>
<td>077 242 75227</td>
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<tr>
<td>Lance Rane**</td>
<td>B322</td>
<td>078 904 13322</td>
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<tr>
<td>Jacques Bertrand</td>
<td>B313</td>
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<td>B627</td>
<td>020 759 46348</td>
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<tr>
<td>Samantha Kemp</td>
<td>RSM 3.21c</td>
<td>020 759 49115</td>
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<tr>
<td>Niraj Kanabar</td>
<td>RSM 4.24</td>
<td>020 759 45188</td>
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*All have the Emergency First Aid at Work qualification except for Paschal Egan, who has the full First Aid at Work qualification.  **Medically qualified.

Mental Health First Aiders

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<td>B216</td>
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CDT Space – please contact security to first aid treatment  
Nearest First Aid Box and plasters: Admin Office, Kitchen

Mental Health First Aider

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lisa Cheung</td>
<td>Admin Office</td>
<td>020 759 45610</td>
</tr>
</tbody>
</table>
FIRE EVACUATION ROUTES

Department of Bioengineering locations
RSM Fire Escape Routes

Prince Consort Road

Main Entrance

Exhibition Road

RSM Courtyard

Bessemer Building

Alleyway

Ex Bessemer Level 2 and Daisy Court

Imperial College London
We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you, whether you are a first year, a final year, or a postgraduate student.

There are also many opportunities available to you as a student of Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: https://www.imperial.ac.uk/students/.

**Seminar programme**
The Department of Bioengineering hosts a seminar programme on Wednesdays at 4pm, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: http://www.imperial.ac.uk/bioengineering/whats-on/events/.

**Outreach and Public Engagement**
The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information, or to find out about getting involved, you can visit the website at http://www.imperial.ac.uk/bioengineering/whats-on/public-engagement/.

**Department of Bioengineering Careers Adviser**
Students in the Department of Bioengineering can also seek advice and help with career planning from Robert Ferguson, the Department’s Industrial Liaison Manager. Robert Ferguson works with a wide range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally. He can help you with your career plans in the world of Bioengineering through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Company and sector information
- Advice about job search and finding internships or Year in Industry opportunities.
- Help with applications and interviews

You can find some specific information about careers in Bioengineering on the Department’s website at: http://www.imperial.ac.uk/bioengineering/study/career/.

Or if you have any questions or would like to arrange a meeting please contact Robert Ferguson directly: robert.ferguson@imperial.ac.uk.

**Imperial College Union Bioengineering Society**
The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union, under the wing of the City and Guilds College Union (CGCU). Started 13 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society has been run, since its inception, with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. All undergraduate and postgraduate students enrolled in the Department of Bioengineering are automatically a part of the Bioengineering Society.

Find out more by looking at the Society’s website: https://www.union.ic.ac.uk/guilds/bioeng/.

**Imperial College Union-Engineering Students’ Association**
The IC Engineering Students’ Association has the following objectives:

- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.

Find out more by looking at the Association’s website: http://www.cgca.org.uk/studentcentre/
Engineers Without Borders Society (EWB-UK)
Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: http://www.ewb-uk.org/ or the Imperial College Union website at: https://www.imperialcollegeunion.org/activities/a-to-z/229.

Other activities
There is a very wide range of non-academic activities available and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employers value.

9. STUDENT FEEDBACK AND REPRESENTATION

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.

We are committed to achieving and maintaining the highest standards in teaching on all programmes.

Programme quality
In the Department the Teaching Committee regularly review modules and take note of academic and peer review of lectures and classes.

Our Board of Examiners also have a role in ensuring the courses delivered are of a high quality. They undertake activities such as reviewing syllabi, lecture content, reading lists, coursework requirements, examination papers etc. Students from all years meet with the Board of Examiners once a year to present their views and opinions.

You can find out more about the role of external examiners on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/external-examiners/.

At College level, high standards are maintained by the provision of staff development courses and the review of all taught components and formal examinations by the Programmes Committee. The programmes are subject to the College’s quality assurance processes.

Many of our programmes are reviewed in detail and at regular intervals by the Professional Engineering Institutions to ensure that the high standards required for professional accreditation are maintained.

Student feedback
As students of the Department, you have a very important role to play, by communicating directly with members of staff or via Year or Departmental Representatives. As a cohort, you will be asked to elect year representatives who will sit on the Staff-Student Committee, work with the Departmental Student Representative, and provide valuable feedback.

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

In the Department of Bioengineering, the Staff Student Committee meetings serve as platform of exchange of students’ experience in the programmes; and for compiling the students’ complaints and suggestions. Staff also report implemented changes back to the students. In addition, all information is collected by the Student Union in order to present a global view of the College. Further, relevant issues raised at SSCM are discussed at the Departmental Teaching Committee Meeting, where academic staff discuss solutions.

Students from every year group of each degree programme are elected annually to serve as representatives. This could be you!

More details can be found here: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/staff-student-committee/.
Formal routes by which students are involved in course evaluation are in the Staff-Student Committee, which meets once a term, and in your completion of surveys. You will be given more information about how to complete these surveys later in the term. The surveys give you the opportunity to comment anonymously on the modules and the lecturers. It is very important that these are completed, since the feedback that they give to us is invaluable in improving the degree programme for you. Informally you are welcome to speak to lecturers, your Personal Tutor, the Academic Tutor or the Student Office. You can raise issues at any time – you don’t have to wait for the SSCM.

Ultimately - if there is something wrong please tell the Academic Tutor or the Student Office as soon as possible, so that we can fix it.

Student surveys

Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

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

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

For PG SOLE your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or make personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whilst this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we take part in. This is the only way for us to compare how we are doing against the national average and to make changes that will improve our Master’s students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, dissertation and professional development. PTES last ran in spring term 2016 and will run in spring 2018.

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

As a result of feedback to previous surveys, we have made a number of changes. Some examples of these are given on the Department’s “You Said, We Did” webpage:
http://www.imperial.ac.uk/bioengineering/admin/current-pgt/you-said-we-did/.

The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback:
www.imperialcollegeunion.org/you-said-we-did

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:
www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

For further information on surveys, please contact the Registry’s Surveys Team at:
surveys.registrysupport@imperial.ac.uk

10 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:
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](http://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](http://www.imperial.ac.uk/student-space/here-for-you/dentist)

**Counselling and Mental Health**

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses. [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

**Financial 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/](http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/)

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011
tuition.fees@imperial.ac.uk

**Physical Activity and Sport**

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

After a one-off induction fee of £40 you will get free use of the gym and swimming facilities on our campuses. [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)

### 11. SUPPORT FOR DISABLED STUDENTS

**Disability Advisory Service**

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
• Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
• Help with arranging extra Library support
• Supporting applications for continuing accommodation for your second or later years

You can find about more about the Disability Advisory Service on the website at:
http://www3.imperial.ac.uk/disabilityadvisoryservice

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

In Bioengineering, Louise O’Sullivan is the Department Disability Officer.
(Tel: +44 (0)20 7594 9660, bg-ddo@imperial.ac.uk)

Your Disability Liaison Officer, Ms Louise O’Sullivan, is your first point of contact within your department and is there to help you with arranging any support within the department that you need. She is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

More information on Departmental Disability Officers is available at:
www.imperial.ac.uk/disability-advisory-service/support/ddos

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

At Imperial College London 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. Therefore, it is 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. This service is strictly confidential between you and the relevant College personnel and support services.

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

You can find further information about special examination arrangements on the website:

Disabled Students Allowance:
All home students who are UK residents, pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance, which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan you will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long term health problems are also eligible.
12 SUPPORT FOR INTERNATIONAL STUDENTS

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

www.imperial.ac.uk/academic-english

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

www.imperial.ac.uk/study/international-students

Visas
It is very important that you comply with all of the conditions of your visa.

If you need help or advice about visas and your visa conditions please contact the International Student Support team: https://www.imperial.ac.uk/study/international-students/visas-and-immigration/

Whilst in the UK on a student visa, you are required to comply with all of the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College’s case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:

Students who select Imperial College as their location for collection will be emailed inviting them to book a slot so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

For further information, please get in touch with the College’s International Student Support team

13 OTHER COLLEGE ORGANISATIONS AND ADVICE SERVICES

You have access to a number of specialist advice services and College organisations:

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
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

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

Bursaries and Scholarships
The College has a lot of resources available to help you find bursaries and scholarships to support your studies here.

A search tool is also provided to enable you to find out more about other available scholarships. You can find out more about these schemes and tools on the website at:
https://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/.

The College also provides a list of funding opportunities from external organisations, for information. This list can be accessed online at:
https://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/further-funding-opportunities/external/.

Imperial College Careers Service
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.

Visit the Career Service’s website to:

• Book a careers appointment
• Find resources and advice on successful career planning  
www.imperial.ac.uk/careers

Religious support
The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.  www.imperial.ac.uk/chaplaincy

Imperial College Union
The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.  www.imperialcollegeunion.org/about-us

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

Graduate Students’ Union
The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.  www.imperialgsu.com

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.

**14. AND FINALLY**

Leaving the Department
It may seem a long way off but you will one day be leaving us! When that time comes, there are certain things that need to be done before you go:

Data/emails
Please back-up any data and emails that you wish to keep and make sure you remove any work from shared servers. ICT can assist you with this.
Contact details
We are asked regularly to provide information on what our graduates go on to do after their time at Imperial; it is very helpful therefore if you can provide this information to the CDT Manager or Student Office before you go, along with new contact details, in case we need to contact you in the future.

Graduation
Of course, at the end of your programme, you have the opportunity to enjoy your graduation ceremony (also known as the Postgraduate Awards Ceremony at the College), to celebrate your achievements with family and friends. The College has a comprehensive website explaining everything you need to know about Graduation, available at: http://www.imperial.ac.uk/graduation/.

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 services
- 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

Staying in touch
It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived. However, it will come around sooner than you think!

We really value all of our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College’s global community of over 180,000 alumni.

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/. You can also find out more about alumni of the Department in the on the website at: http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.
Opportunities for further study
After you have completed your degree, you may choose to continue your studies either at Imperial or elsewhere. Previous graduates have gone on to study for different Master of Research (MRes), or doctorate (PhD) awards both in the Department of Bioengineering and elsewhere.
Section four:
Expectations, policies and regulations
ATTENDANCE

You are expected to be in attendance from the first day of each term to the last day of each term. In addition, MRes students are expected to work full-time on their projects from May-September.

Students are permitted to proceed with their programme of study only if they maintain regular attendance and make acceptable academic progress.

While students are responsible for their own learning there is an expectation that they will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

Should a student choose to absent himself/herself from the degree programme without authorisation they should be aware that they would be missing valuable teaching experience which they will require in order to prepare fully for future examinations. This might mean that they find themselves in a situation where they are in danger of being required to withdraw from the degree programme as a consequence of examination failure. Should they find themselves in this situation, the fact that they have by their own action received less teaching experience than their fellow students is not going to stand in their favour.

Teaching staff are expected to keep students’ attendance under constant review and warn them if they feel it is inadequate. Problems of non-attendance will be reported to the Director of Courses and Postgraduate Tutor who will inform the relevant staff and together will make recommendations on any remedial action that might be appropriate. Staff may wish to investigate whether the poor attendance is a symptom of personal or academic difficulties that the student may be having.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Postgraduate Tutor may, at their discretion and following investigation, require the student to repeat part of the degree programme; or, should they decide that the student’s academic record and/or application is inadequate or that the student is unable to profit from continuing the programme, they may require the student to withdraw. Students have the right of appeal (find out more at http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/).

Holidays and breaks from studies
Timetables for most programmes include breaks at Christmas, Easter and in the summer. However, before arranging holidays, students should check the timing of examinations. If you are unsure of when you can be away, please just come and ask the CDT Manager or the Student Office.

The MRes is a 12-month full-time programme, we would expect you to be in attendance most of the year and certainly during term times. Master’s students are not advised to take holidays. You must consult with the Programme Director and your Supervisor if an absence is required.

Study leave
If you need to carry out research away from College for a period of time as part of your MRes you should apply for officially for study leave. Please contact the CDT Manager who will advise you on the correct procedure.

Absence due to illness
If you are absent from the College due to illness for more than two consecutive days, you must contact the CDT or department and follow the procedure detailed earlier in this handbook.

Special or Compassionate Leave
If it is necessary for a student to be absent from the College for any reason other than illness, permission must be sought from the Department, via an absence request form.
This might include a period of absence where a student has suffered a close family bereavement, or to enable a student to participate in a major cultural or sporting event.

This request form must be submitted along with any evidence to the Student Office in advance of the absence, leaving enough time for it to be considered and a decision made on whether the absence is accepted or not.

Requests should normally be submitted in writing using the form. In circumstances where the following criteria are met, approval may be given following a telephone call to the Student Office in the Department +44 (0)20 7594 5122 or +44 (0)20 7594 5176:

- There is a strong precedent for approval to be given, and;
- Absence is necessary at very short notice (e.g. in the case a close family bereavement), and;
- The period of absence will be less than three days

The procedure for submission of an absence request is as follows:-

1. Inform the Student Office that a leave of absence is being requested as soon as possible in person, by telephone +44 (0)20 7594 5122) or if that is not possible then by email (r.pointer@imperial.ac.uk)
2. Any documentary proof of the reasons for absence should be obtained.
3. Complete and submit, as soon as possible, the form and documentary proof requesting leave of absence. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the postgraduate tutor, and the Student Office should be notified that it has been submitted.
4. The request will be considered and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

You must be aware that even if your absence request has been authorised, this is not an excuse to miss any exams or coursework deadlines. You are responsible for catching up on any missed material and meeting any assignment deadlines. If the absence coincides with an exam/test sitting, the request may be denied and/or a mitigation process may need to be initiated.

If your illness affects a coursework, practical lab or exam deadline you must follow the mitigation procedure as set out in the next section of this handbook.

**Interruption of Studies**

If you experience a personal emergency or other circumstances arise which necessitate a break in your degree programme, you may need to apply for an interruption of studies. This will effectively suspend your registration until you are able to return to College. No fees are payable during such a period and any bursary you receive will be suspended until you return. If you think you need to apply for an interruption, you should contact your Supervisor and the CDT Manager, who can arrange the paperwork.

**Student Records**

Details relating to unsatisfactory attendance may be placed on a student’s confidential file and made available to Supervisors, the Postgraduate Tutor and the Director of Courses, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.

**16. MITIGATING CIRCUMSTANCES**

During your degree there may be exceptional times when your attendance, performance, ability to complete and submit work, sit exams or tests or otherwise meet your responsibilities as a student are adversely affected by circumstances beyond your control. Examples of these circumstances are serious illness or death of a close relative.
When genuine mitigating circumstances occur, the Department will do its best to help you deal with the situation and ensure that you are not penalised for something that is not your fault.

The Department must also be careful to ensure that the circumstances are genuine and sufficiently serious enough to be classified as mitigating circumstances. Any fraudulent claims will be dealt with by the College’s disciplinary procedures.

The College therefore has a form for students to request that mitigating circumstances are taken into account, which is available from the College website (https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/).

In most cases students will also be required to submit documentary evidence, such as an official doctor’s note.

If you think you have mitigating circumstances affecting any of the following:

- Attendance at Exams
- Submission of coursework
- Attendance at progress tests, oral tests or any other kind of test whether assessed or non-assessed.
- Any other responsibility as a student that is assessed, affects the assessment of others or may have any impact on marks or qualification.

Inform the Student Office as soon as possible in person or by telephone on +44 (0)20 7594 5122 followed by a confirmation email to r.pointer@imperial.ac.uk. If possible this should be before the deadline or affected exam.

If you cannot contact the Department, because for example it is the weekend, email r.pointer@imperial.ac.uk as soon as possible. Please use your Imperial College email address if possible to ensure your email does not get spam filtered.

Then the following procedure must be followed:

1. Fill in the College form requesting consideration of mitigating circumstances and submit it,
2. The form should be submitted to the Student Office except in the case where confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.
3. Obtain the necessary documentary proof – e.g. if you are ill, a doctor’s note from a professionally recognised doctor. The College Health Centre is the best place for this as they understand that we require their opinion on the likely effects of your illness on your performance.

The complete form together with the documentary proof should be submitted as soon as possible, and within 5 working days of the start of the circumstances.

All cases will be considered by a Departmental Mitigating Circumstances Panel, consisting of the Senior Tutor, Deputy Senior Tutor, and Academic Tutor, who meet throughout the term to make a provisional ruling. This is subject to approval by the Examinations Board, which meets at the end of the academic year.

If the circumstances described in the request form are not considered serious enough to be genuine mitigating circumstances) or the evidence is not sufficient, then the request will be rejected, and the situation will be treated as it would have been had the request not been made.

For example, if an exam was missed for a reason that was not considered a genuine mitigating circumstance, (e.g. student had the wrong day) then the exam would be counted as a fail.

If the request for mitigating circumstances is accepted, the Departmental Mitigation policy is followed:

**In the case that one or two exams are significantly affected, the following potential outcomes apply:**

1. If there is an opportunity to resit the exam without disadvantaging the student, by for example taking a second mastery test as if it were the first attempt, then this the favoured option.
2. If the exam was taken and there is some evidence of learning (from for example coursework) then the mark is set to ‘MP’, Mitigated Pass, which removes the mark from the degree calculations while allowing progression to the next year.

If a student has mitigating circumstances affecting all exams rather than one or two exams specifically identified as being affected, one or two exams may be set to ‘MP’, to take into consideration their overall performance.

Otherwise, if more than two exams are significantly affected or, if overall performance is catastrophic, the student will be invited back to take exams, and the Board of Examiners should consider whether the student would benefit from attending the whole year again.

In the case that coursework has been missed, the following potential outcomes apply:

1. The coursework be accepted for full credit or;
2. That a new piece of coursework be submitted with a new deadline for full credit or;
3. The Committee will suggest an appropriate alternative assessment.

Please note that the Board of Examiners will look at patterns of lateness of coursework submission and lecture, tutorial and lab attendance over all terms when deciding which of the above outcomes is applicable.

17 PLAGIARISM

This information provides you with an overview of plagiarism. Plagiarism is a very serious offence and you need to know what it is, how to avoid it, and what the consequences are. You are strongly advised to read the following information sources to ensure you fully understand the issues:

- [https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/masters-students/](https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/masters-students/)

What is plagiarism?

Plagiarism is when you use someone else’s work, words or ideas and use these in your own work (e.g. coursework, thesis, examination, etc.), and do not acknowledge that you have done this.

The College definition of Plagiarism:

“Plagiarism, which is the presentation of another person’s thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.”

Plagiarism can occur in a number of ways. The six main types of plagiarism include:

- Collusion
- Cut/copy and paste
- Word switch
- Concealing sources
- Misinterpreting common knowledge
- Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it.

If you are at all unsure about how to reference or cite your sources there is very useful guidance here: [http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/). Or, you can seek help from your tutor or Liaison Librarian: [http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/](http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/).

You should also be aware that there are different styles of referencing. If you are not sure which to use speak to your Module Leader for advice. You can find out about the different referencing styles at:

Why is it a problem?
At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use a number of methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.

It is important that you:
- Know what plagiarism is, and why it is an academic offence
- Are aware that all material you use from online and print sources should be acknowledged properly
- Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
- Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
- Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

What happens if I commit plagiarism?
- The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  - These penalties could include:
    - A mark of zero for the assessment in which the examination offence occurred
    - A mark of zero for all the assessments in that year
    - Exclusion from all future examinations of the University (i.e. expulsion from the university)
- Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity for work submitted by that group and may be liable for any penalty imposed.
- More information about the consequences of plagiarism is available in the College’s ‘Cheating Offences Policy and Procedures’.

Key points to remember:
- All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples’ work you must clearly acknowledge and identify your sources.
- You must not present another person’s work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
- Direct quotations from the published or unpublished work of others, must always be clearly identified as such by the use of quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from several different sources just as much as a single unacknowledged long quotation from a single source.
- There is guidance available on quoting in different referencing styles available:
- If you summarise or paraphrase another person’s ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography.
- Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
- The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
- Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
- If you become aware that a member or members of the group may have plagiarised part of the group’s submission you have an obligation to report your suspicions to your Personal or Senior Tutor.
- The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
- The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations, there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard. This is a system that reads the submission and compares it with a very large library of existing material, and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.

For further information, please refer to the College’s Plagiarism, Academic Integrity & Exam Offences site, and also see the Academic Misconduct Policy and Procedures later in this handbook:

### 18 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

### 19 OTHER REGULATIONS AND POLICIES

#### 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 Integrity
You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available on the College website:

#### Academic Misconduct Policy and Procedures
It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.
www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline
**Appeal and Complaints Procedures**

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://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/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

**Late Submission Policy**

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

[http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marketing-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marketing-and-moderation/Late-submission-Policy.pdf)

**Department of Bioengineering Moderation policy**

Occasionally it is necessary to moderate exam and/or module marks to account for a variety of situations (e.g. an exam that turned out to be too difficult, or failed to discriminate between students well near the pass mark). Moderation only takes place on anonymised module marks. The process of moderation for modules run by the Department of Bioengineering is explained in the appendix to this handbook.

Module examiners mark exams and coursework according to the marking scheme agreed with the External Examiners. If small modifications to the marking scheme are necessary, these can be implemented and are noted at the Examiners’ Progression and Awards Board.

Modules are then reviewed by a moderation panel consisting of at least three of the following: Academic Tutor, Postgraduate Tutor, Examinations Officer, Director of Postgraduate Studies or their representatives or deputies.

The panel reviews the mean, standard deviation and also the distribution of the module marks. If the panel decides the distribution is unsatisfactory then moderation is considered and the Departmental moderation policy applied. The following moderations are usually considered:

a. If the mean is outside desired range, the minimal shift to bring it into this range is normally performed;

b. If there is a double peak or a long tail, a ‘tail uplift’ moderation is usually performed;

c. If there is a more complex problem (e.g. faulty question part), the panel may consider the effect of using more targeted, question based moderation.

Moderations are discussed with the External Examiners prior to the Examiners’ Progression and Awards Board and again at the Examiners’ Progression and Awards Board itself. This ensures all students are treated fairly and no one is disadvantaged by the process. Finally, at the Board module leaders are requested to provide an explanation to the Board as to what happened, and present a plan to avoid moderation next year.

**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:

Please consult the Department’s coursework calendar for details on when you should submit your work and when you can expect feedback.

Provisional Marks Guidance
Provisional marks are agreed marks that have yet to be ratified by the Board of Examiners. These results 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: [http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marketing-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marketing-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf)

College policy on exams and religious obligations
The major examination periods are timed to accommodate the requirements of each individual degree programme and you may therefore find that you have an exam scheduled during a particular religious festival or period of religious observance.

If this is the case, you should speak to someone in the Department as soon as possible – usually this would be the Postgraduate Tutor. Your Tutor should listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.


Working while studying
If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours. Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4 visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

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/](http://www.imperial.ac.uk/students/enterprising-students/intellectual-property/)

Use of IT Facilities
View the Conditions of Use of IT Facilities: [http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)