

The background of the entire page is a photograph of a modern glass-clad building. The glass panels act as mirrors, reflecting the St. Martin-in-the-Fields church in London, which features a large, ornate dome and classical architectural details. The reflection is clear and detailed, creating a layered visual effect. The text is overlaid on this image in white and red.

Imperial College London

Centre for Higher Education Research and Scholarship

PG Dip in University Learning and Teaching

Student Handbook

2020-21

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Welcome to the College

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

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

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like note taking or simply having someone to talk to.

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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

1. Introduction to the Department

Welcome from Kate Ippolito, Programme Director

It is my great pleasure to welcome you onto Imperial College's MEd in University Learning and Teaching and I look forward to working with you during your studies. Our current ULT programme came into being in 2011. Since then over 300 Imperial staff have taken the PG Cert ULT, with many of them continuing to study at Diploma or MEd level. Our aim is that all our graduates will be well equipped to make an enhanced contribution to teaching, learning and educational leadership throughout their careers at Imperial and beyond. Many of our graduates take on programme or module leader roles, act as Year leads or DUGs, or have other roles that contribute broadly to student learning. In addition, graduates of our programme often feature prominently in the lists of Departmental and Faculty teaching awards, the ICU SACAs, and at the College level, the President's Awards for Excellence.

The MEd in ULT is very well aligned to Imperial's Learning and Teaching strategy: our tutors were involved in developing the strategy and our programme is designed to help Imperial teaching staff to develop educational understanding and strategies required to enact the strategy. Given the increased institutional focus on strategic educational decision-making, MEd graduates will be well-positioned to take a lead on associated curriculum review and development.

For more details on the College's Learning and Teaching Strategy see:

www.imperial.ac.uk/learning-and-teaching-strategy/

The ULT programme was reviewed both internally and externally in 2014 and was rated as excellent. Student evaluations and the external examiners' reports particularly comment on the high level of feedback and support we provide. We believe an increased understanding of teaching and learning is beneficial to the experience of both staff and their students and work to model good practice throughout the programme. Each student has a personal tutor, and there are opportunities for you to give feedback to us throughout the course, and via a staff-student liaison committee, but you should feel free to approach any member of staff at any time with any issues or concerns. We look forward to working with you in the year ahead, and hope you will find your course both interesting and useful.

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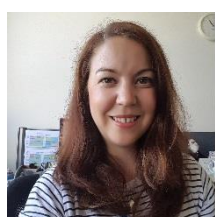
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Key dates 2020–21

Term dates

Autumn term:	3 October 2020 - 18 December 2020
Spring term:	9 January 2021 - 26 March 2021
Summer term:	24 April 2021 - 25 June 2021

Closure dates

Christmas/New year:	24 December 2021 - 1 January 2021 (College reopens on 4 January 2021)
Easter Holiday:	1 April 2021 - 6 April 2021 (College reopens on 7 April 2021)
Early May Bank Holiday:	3 May 2021
Spring Bank Holiday:	31 May 2021
Summer Bank Holiday:	30 August 2021

Key events

Great Exhibition Road Festival:	3 - 4 July 2021
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2. Programme Information

Programme outline and structure

This programme, aimed at Imperial College London and associated staff, is a three-stage practice-based approach study of learning and teaching in the University setting. While focussing on the Imperial perspective, it uses this common starting point to engage participants in a scholarly study of the field of education. The aim is to facilitate a critical engagement with both generic and discipline specific educational theory and literature with a basis in the participants' need and practice to ensure relevance and utility.

This applied, work and evidence based approach to learning and teaching provides participants, who are often experts in their own primary discipline, with an introduction to educational language, literature and theory. It does not attempt to produce experts in education but to help participants to take an evidence-based critical approach to engaging with the field of education as informed experts from other academic fields.

A three-stage programme: University Learning and Teaching

The MEd in University Learning and Teaching is designed as a flexible three-stage programme, meaning you can complete one, two, or all three stages of the programme. The first stage is a Postgraduate Certificate (PG Cert), that develops students as reflective practitioners. The second stage expands students' knowledge of teaching beyond their personal experience by critical engagement with wider generic and disciplinary educational theory. Together these two stages comprise the Postgraduate Diploma (PG Dip). The last stage offers training and support in educational research and allows students to investigate and inform their practice through completion of an MEd research project. Completion of all three stages results in the full Master's degree (MEd) in University Learning and Teaching.

Programme aims

The programme aims to:

- professionalise and recognise teaching and the support of student learning in all who undertake such roles at Imperial;
- offer a scholarly, evidence-based, practice related approach to professional development in learning and teaching up to the full Master's degree;
- attract highly motivated individuals who want to further their understanding and practice of teaching and learning in their personal and disciplinary context;
- enhance the ability of participants to:
 - reflect on their own teaching and learning;
 - search and read educational literature, critically engaging with it, judging its value for their own personal and disciplinary context;
 - carry out meaningful small scale educational enquiry projects;
- think creatively, from an evidence base, about education within and beyond their own practice;
- offer a foundation from which participants will be able to make, with confidence, a significant contribution to their institution, and the wider HE sector, in the area of learning and teaching.

UK framework for higher education qualifications - qualification descriptors

The programme is a Level 7 qualification under the *QAA UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards (October 2014)*

The following are descriptors for level 7:

Master's degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable situations;
- the independent learning ability required for continuing professional development.

Programme learning outcomes

On completion of the PG Cert, participants will be better able to:

- constructively appraise their own and others' teaching practice;
- critically reflect on teaching and learning in light of relevant educational principles and practice;
- evaluate a range of teaching and learning approaches and judge their effectiveness within different educational settings;
- develop teaching and learning that is informed by reflection on practice and educational principles.

On completion of the PG Dip, in addition to the learning outcomes above, participants will be better able to:

- recognise the relevance of key educational concepts, theories, contextual issues and policy in higher education;
- critically engage with educational ideas and theories through the literature;
- take a theoretically informed approach to critically reflect upon teaching practices and their impact on student learning;
- demonstrate effective writing in an educational style and context.

On completion of the MEd, in addition to the learning outcomes above, participants will be able to:

- critically assess appropriate use of educational research methods;
- utilise a critically informed in-depth understanding of relevant educational theory to inform the development of an appropriate research question and design;
- use appropriate research methods for a meaningful, small scale, contextually relevant educational enquiry project.

The full MEd ULT programme specification can be found at:

www.imperial.ac.uk/staff/educational-development/programmes/

The programme's competency standards documents can be found at:

www.imperial.ac.uk/staff/educational-development/programmes/pg-cert-ult/

Learning and teaching strategy

This Master's programme is based in participants' educational practice. It utilises a variety of educational methods to develop them as reflective practitioners and theoretically informed critical scholars capable of relevant educational research.

All aspects are enhanced by participants actually 'doing' them, reflecting and learning from this and then re-integrating their learning and the theoretical component with their actual practice. The intended learning outcomes are addressed through a combination of teaching and learning methods.

Scheduled learning and teaching methods

- Interactive lectures
- Flipped classroom
- Team-based learning
- Practical work and exercises
- Reading and writing in an educational paradigm
- Active participation in seminars
- Work-based situated learning
- Supervision
- Literature-based and empirical research projects
- Self-directed study, supported as appropriate
- Peer-observation and peer-assessment (e.g. student-led mock ethics panel)

E-learning and blended learning methods

- Blackboard used as a central information hub, including the provision of advance and additional material, and as a point of submission of assessed work.
- Use of e-learning and blended learning as appropriate (e.g. modelled through Digital Learning module).
- Use of Panopto for flipped classroom preparation and video-based feedback.

Provision for accrediting prior learning (APL) or qualifications in Education

Students who may have completed a PG Cert in education or teaching and learning in another institution and who wish to join the MEd ULT at Diploma level are encouraged to contact the Programme Director, Kate Ippolito (k.ippolito@imperial.ac.uk), to discuss their transfer.

Roles and responsibilities

EDU staff

The EDU academic staff are responsible for the programme design and delivery of the modules and seminars you attend as part of the programme, as well as any learning resources which are distributed to you. Individual tutors are responsible for providing you with feedback on any assignments for modules which they have run. You may ask for advice and further information from your tutors/supervisor, and they are available for face-to-face meetings and telephone conversations, and will respond to your e-mails as soon as they can. In addition, a personal tutor is assigned to every student.

Students

It is your responsibility to make a note of the dates, times and locations of seminars that you should attend. You are responsible for meeting assignment deadlines, or discussing extensions in advance of deadlines with your tutor. You are also responsible for arranging your teaching observations in good time, and for ensuring all submitted work is your own and that you have abided by the guidelines on plagiarism. The primary responsibility for managing your progress through the programme rests with you – however, email reminders will be sent about deadlines and other requirements and you are encouraged to contact the staff if you have any questions or queries.

Attendance and engagement

Full attendance at all scheduled MEd in ULT sessions, including online sessions, is expected. Students may find successful completion of the assignments very challenging if they do not attend the taught sessions. If students are unable to attend it may be recommended that they postpone their entry on to the programme until they are able to commit to the time. Should you have any problems attending any part of programme, you are expected to contact the Programme Director.

Even though the programme takes place online we expect the same level of contribution as normally expected in face to face sessions. This includes:

- Engaging with the suggested pre-reading or pre-recorded lectures/ videos
- Engaging in the activities associated with the pre-reading or the videos, be it self-reflection, participation in discussions or debates, group or individual activities
- Participation in the online session

We understand that at times dedicating specific time to the live session can be challenging especially given the teaching commitments placed upon us for the next academic year. We ask you to do your best to attend most of them, and engage with the conversations taking place during those sessions as this will help you greatly with your assignments. We will record appropriate aspects of sessions, whilst respecting participants' right to have open discussions without being recorded. Please be aware that lack of engagement with the online course will put you at a disadvantage when comes to writing your assignments, so please make sure you do whatever you can to contribute.

Engagement in the online sessions does not require having your camera on. We understand that for some having the video on can be quite uncomfortable so please feel participate in the session through the medium that you are most comfortable with.

Should you fail to attend or engage with the programme in the ways described above, you will be required to meet with the programme director to discuss your continuation on the programme.

Programme fees

This programme is designed as professional development for all those who teach Imperial students, and as such is free for Imperial staff and those who provide substantial teaching to Imperial students.

Changes to registration status

If you need to take a temporary break from your studies due to health-related, financial or other personal circumstances, you may want to take an interruption of studies (IoS). Please contact Kate Ippolito if you wish to discuss this. For guidance on IoS see:

www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status

General course reading

You will be directed to specific reading through the MEd in ULT and, as the programme progresses, will be increasingly expected to explore the field for yourself. You will find links to Leganto reading lists for each stage of the MEd on Blackboard Learn.

A number of useful educational texts are available as e-books via the following Imperial Library link:

www.imperial.ac.uk/admin-services/library/subject-support/education/e-books

Also available via the Imperial College Library are direct links to recommended Education Journals:

www.imperial.ac.uk/admin-services/library/subject-support/education/key-e-journals/

Discipline-specific reading

This list of educational journals is not exhaustive but may provide a useful starting point for exploring the discipline-specific educational literature:

Natural Sciences	Education and Computing
Biochemical Education	Education for Chemical Engineers
Biochemistry and Molecular Biology Education	Electronics Education
Chemical Education	Engineering Education
International Journal of Science and Mathematics Education	Engineering Science and Education Journal
International Journal of Science and Technology Education Research	European Journal of Engineering Education
International Journal of Science Education	International Journal of Mechanical Engineering Education
Journal of Mathematics Teacher Education	Journal of European Industrial Training
Journal of Science Education and Technology	Journal of Geoscience Education
Journal of Science Teacher Education	Medicine
Journal of STEM Education Innovations and Research	Advances in Health Sciences Education
Journal of Technology and Science Education	Advances in Medical Education and Practice
Microbiology Education	BMC Medical Education
Physics Education	Health Education Journal
Research in Science Education	Health Education Research
Science Education	International Journal of Medical Education
Science and Education	Journal of Medical Education and Research
Studies in Science Education	Medical Education
Engineering	Medical Teacher
Computer Education	Perspectives on Medical Education
Computers and Education	The Clinical Teacher

Join the Community of Practice

If you would like to participate in discussions about education outside of the classroom you can use two of our social media channels:



Twitter is an online news and social networking service where users post and interact with messages, 'Tweets', restricted to 140 characters. Registered users can post Tweets, but those who are unregistered can only read them. EDU has a Twitter account **@Imperial_EDU** where we post information relating to our unit and our courses. This year we will be using a hashtag to post additional educational information that can be useful for PG Cert students who wish to continue the discussion outside of class. You do not need to follow us to find PG Cert posts. Simply type in **#MEdULT** into the search bar and everything that has been posted will appear.



Scoop.it is a content curation tool that allows you to store content you find online and keep it in one place. You can also share it with other people. It's an alternative to Pinterest (Pinterest being more visual). We have our own Scoop.it account, which can be accessed here: www.scoop.it/u/imperial-educational-development-unit. On our account we will be hosting several topics that reflect what is covered throughout the MEd, for example feedback and assessment, Technology Enhanced Learning etc. Here we collate case studies that relate to those topics, articles, video lectures and so on. You don't need an account to view the resources, though you need one if you would like to comment/ discuss. All of the resources we store on Scoop.it will also be posted on Twitter, so you won't need to check both to engage.

Welcome to Imperial app

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

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

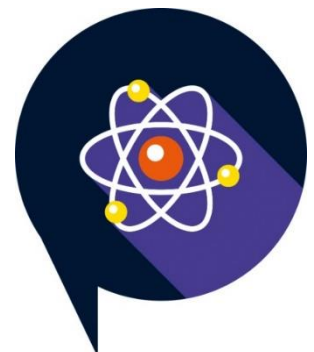


Imperial Success Guide

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



3. Assessment

Programme-level assessment information

The following list refers to assessment across the three stages of the MEd. Full assessment details (including assessment criteria, grade guidelines and assignment briefs) for this stage of the programme are provided in Section 4.

- To qualify for their award (PG Cert, PG Dip or MEd) students must complete all the appropriate course requirements, and must achieve a pass mark in each module with assessed work.
- **Formative feedback** is returned two weeks after submission, provided the submission deadline has been met by the student. When this is not possible you will be told why and given an explicit timescale for your feedback. A mark sheet with clear marking criteria is used to ensure transparency and consistency in marking and this is supplied in this programme handbook. Feedback is aligned to the marking criteria. We strongly encourage you to feed forward your feedback to future work, and it is written with this purpose in mind. For specific information about formative assessment and feedback at this stage see section 4.
- All summative assessment is **double marked**. A marking meeting is then held to discuss each summative assessment.
- The PG Cert and PG Dip will be awarded as 'pass' and are therefore not classified. The first 30 ECTS credits from the PG Cert do not count towards the final grade awarded in the MEd. However, work submitted for the PG Dip is marked with a percentage grade that will be weighted as 50% of the final MEd classification. The MEd qualification will be awarded as 'pass', 'merit' or 'distinction'.
- Candidates are normally only considered for promotion to pass, merit or distinction if their aggregate mark is borderline.
- The pass mark for postgraduate taught courses is 50%. In order to be awarded a result of merit at the MEd stage, a student must achieve an overall aggregate mark of at least 60%; for a result of distinction a student must achieve an overall aggregate mark of at least 70%, plus at least 70% in the dissertation component.
- **Upper word limits** are clearly stated for each assignment and deviation from these will result in penalties of 5%.
- Assessed work is weighted in proportion to ECTS credit for overall degree mark and thus grade.
- **Deadlines** have been provided for your benefit, so that feedback can be provided and so that you are well-supported towards successful completion of the programme. You are therefore expected to meet these deadlines. Should you miss a summative assessment deadline, in accordance with the College regulations, work submitted up to 1 day after the deadline (date and time) will be marked but capped at 50%. Work submitted more than 1 day late will not be accepted as a valid attempt and mark of zero will be recorded. For full details see 'Marking and moderation regulations' at www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/.
- There is an acknowledgement that our students are usually working full time and have busy professional lives. If there is a problem meeting a deadline, you are expected to contact the Course Director as soon as possible to discuss the situation. Extension requests will normally be handled as follows:
 - **Formative assessment:** you should speak to your tutor or the module lead to agree a mutually convenient time for you to submit your work. Any extensions must be agreed in advance of the original deadline. An extension would normally not be longer than 2 weeks after the original due date. An extension at formative stage does not automatically result in an extension at summative stage.
 - **Summative assessment:** extensions to summative assessment are only granted in cases of mitigating circumstances. Please follow the mitigating circumstances guidance below.

- There may be instances during your studies when you are affected by unforeseen circumstances that affect your ability to submit assignments on time or to the standard expected. In these cases you can make a claim for mitigation by submitting the mitigating circumstances request form, available at <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>. See also 'Mitigating circumstances', section 7.
- If no work is submitted for summative assessment then, in line with Imperial College regulations, a mark of not commended/fail will be recorded.
- Students are entitled to an **opportunity to resubmit** an assessment. The resubmission will be capped at 50%. The final mark for the programme is not capped and will be aggregated in the normal way.
- Students should be aware that given the small number of students and the nature of the work under consideration, EDU exam boards are officially exempt from the need to maintain anonymity. However, a high level of confidentiality is upheld.

For further information please see the following link to the College's Academic and Examination regulations:

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

Mitigating circumstances

Claims for mitigation must be submitted within 10 working days of the assignment deadline and should be sent to the relevant course inbox (pgcertult@imperial.ac.uk/dipult@imperial.ac.uk/medult@imperial.ac.uk).

If the claim is considered acceptable as mitigating circumstances one of the following options will be applied:

- An additional attempt at the assessment for an uncapped (deferred) or capped (resit) mark – *this would allow you to resubmit your assignment without the mark being capped at 50%. If you fail to submit an already capped resubmission due to mitigating circumstances, this would allow a second attempt at resubmission.*
- For a late submission to be accepted and marked as though 'on time' – *this would allow a submission after the deadline **without** the usual penalties for late submission (capped at 50% up to 24 hours after the assessment deadline or a mark of 0 thereafter). See 'Extensions' below.*
- For the Board of Examiners to look at their decision again with regards to progression, transfer or final programme outcome (such as an uplift in classification) in the light of the accepted claim – *in this case the Board of Examiners would consider any borderline cases and may decide to uplift the student's classification in light of the claim for mitigation.*

Extensions

Extensions to summative assessment are only granted in cases of mitigating circumstances. As well as health or personal issues, an unexpected increase in workload (for example, covering for the unplanned absence of a colleague) may also be considered grounds for mitigation given your status as a staff-student. If you would like to request an extension due to mitigating circumstances, you should submit the mitigating circumstances request form within 10 working days of the assignment deadline and, where possible, in advance of the assignment being due.

For further information and a link to the mitigating circumstances request form, please see the mitigating circumstances policy and procedure, available at:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

Academic Integrity and Academic Misconduct

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

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



www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

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

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

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



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

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

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



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

Collusion

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

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

Dishonest practice

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

4. Postgraduate Diploma in University Learning and Teaching

Structure and outline

Our programme divides the full Master's into three equal 30 ECTS credit stages. Completing the PG Cert (or an equivalent qualification elsewhere) gives you 30 ECTS units worth of 'credit'. The PG Diploma in ULT adds a further 30 ECTS units worth of study bringing the ECTS unit 'credit' up to the 60 ECTS units required for a Diploma. Should you decide to continue to the full Master's a further 30 ECTS worth of study is necessary, bringing the total to the required 90 ECTS credits.

The PG Diploma year comprises 30 ECTS units worth of study, where each unit represents a notional 25 hours study time. The PG Diploma therefore involves 750 hours of study, made up of face-to-face contact in workshops, seminars and supervision and also as self-study and preparation of assignments etc.

This is a significant commitment, especially given that you will be engaging with a new academic field and a different literature than you may be used to in your own primary discipline. This also requires some continuity and therefore the PG Diploma would normally be completed within one academic year, with two taught weeks, each with associated assignments, and a significant supervised library project.

"I thought this was a really well thought out curriculum. I really enjoyed the way that our role as learners and as peer teachers was weaved into it and alternated to achieve an experiential way of teaching. It is inspiring to see learning delivered in this way" (former PG Diploma student).

PG Diploma ULT learning outcomes

On completion of the PG Diploma, in addition to the PGCert ULT learning outcomes, participants will be better able to:

- recognise the relevance of key educational concepts, theories, contextual issues and policy in higher education;
- critically engage with educational ideas and theories through the literature;
- take a theoretically informed approach to critically reflect upon teaching practices and their impact on student learning;
- demonstrate effective writing in an educational style and context.

Teaching schedule

Module 1 Engaging with Educational Literature module	Monday 31 August – Friday 25 September 2020 Monday 14 – Friday 18 December 2020
Module 2 Writing Critically in Education module	Monday 04 – Friday 29 January 2021
Module 3: Progress update seminar 1 Library Project module	Monday 12 April 2021 (10.00-13.00)
Module 3: Progress update seminar 2 Library Project module	Friday 2 June 2021 (10.00-13.00)

Formative assessment and feedback

In the PG Diploma students receive informal formative feedback on their participation in the taught week activities, and tutors provide detailed formative feedback on drafts of Assignment 1, Assignment 2 and the Library Project. Students are invited to guide tutors as to which aspects specifically they would like feedback on. Feedback will normally be given within two weeks of submission. Students will also receive formal feedback on their summative work. This will identify both strengths and areas for improvement and should be fed forward and used to inform subsequent work. There will also be the opportunity to give and receive peer feedback during the seminars and on assignments.

Summative assessment

In the PG Diploma summative assessment is by submission of two assignment essays, approximately 5 weeks after each of the taught weeks. The *Engaging with Educational Literature* module assignment assesses critical reading of educational literature, while the *Writing Critically in Education* module assignment assesses critical writing in an educational style. The assignments 1 and 2 will be completed in order, the critical reading task first, before the critical writing task, and both of these before the Library Project.

The major piece of summative assessment for the PG Diploma is the Library Project. This individually negotiated piece of work is supported by an allocated tutor and summative assessment is by submission of an individual report of 7,000 (+10%) words. Assignments 1 and 2 and the Library Project will be marked against the marking criteria associated with each piece of work, as provided in this handbook. Please refer to the assessment criteria closely whilst planning and writing your assignments.

The award of PG Diploma is unclassified with students achieving a 'commended' or 'not yet commended' mark based on a mark over or under the 50% pass mark respectively. Although the Diploma is unclassified, Assignment 1 and 2 and Library Project are given a percentage mark and this is used to help determine the final classification for those that continue to the MEd level (which is a classified qualification).

Submission deadlines and penalties

All assignments should be submitted electronically via Blackboard by the deadlines shown below. Blackboard will not permit submissions after these dates and times. Failure to submit will result in failure of the module and resubmitted assignments will be capped at 50%.

PG Diploma assignment	Draft submission deadlines	Students receive feedback on drafts	Final submission deadlines
Assignment 1	Monday 26 Oct 2020 10.00	Friday 6 Nov 2020	Monday 30 Nov 2020 10.00
Assignment 2	Monday 1 March 2021 10.00	Friday 12 March 2021	Monday 22 March 2021 10.00
Library Project	Monday 17 May 2021 10.00	Friday 28 May 2021	Thursday 1 July 2020 10.00

Provisional marks will be released by the department for Assignments 1 and 2. Marks for the Library Project and overall Diploma results will be released by Registry following the meeting of the board of examiners.

Course organisation

This year, due to the impact of coronavirus on access to the campus, the Diploma will take place fully online. Overall we will deliver 4 weeks of teaching in September, 1 week in December and 4 weeks in January. In addition, you will attend two progress seminars as indicated in the timetable section of the handbook.

The teaching will take place through a series of synchronous (real time) and asynchronous (done at own speed) sessions. The dates of the synchronous sessions have been released in advance and shared with you, and are included in the handbook.

In addition to scheduled sessions, we will host virtual office hours every Friday during the teaching weeks. This is an opportunity to ask further questions that stem from the content covered during the week and to engage in further face-to-face discussions. If you can't attend office hours you are more than welcome to ask questions on Teams in the time convenient to you. The questions will be answered by the tutors

The content for each week will be released on a weekly basis on Monday morning. You will receive an email outlining what the week ahead brings. While the course is flexible, we will suggest an order through which you should progress throughout the week. This is to make sure that you prepare for the live sessions appropriately.

Organisation of content and activities

Your learning will be organised around two main platforms (bringing other technologies to two of those spaces):

- Blackboard
- MS Teams

Blackboard

Blackboard will be the space where all the content, instructions, assessment and Leganto reading lists will be stored. This is also where we will link to interactive aspects of the session, so will be your first point of access in line with College regulations. Content will be presented in the form of reading or mini lectures followed up by interactive elements. Content will be released on a weekly basis – every Monday morning.

MS Teams

Teams is where all the interactive elements will take place. This includes large and small group discussions, activities asking you to reflect and apply theories to practice as well as synchronous live sessions. Tutors will bring other interactive technologies to the sessions but this will be done via Teams.

You will have one team per module, i.e.:

- Engaging in Educational Literature
- Writing in Education
- Library project

Within your module Team you will have the following channels:

Session channels - Session channels dedicated to different activities during the week

Office hours - This is where all of the office hours drop ins will take place. A meeting will be started here and you can join as you wish if you would like to ask further questions about the sessions.

Common room - This is a student space for you to have a chat, just as you would during the breaks and in the common room. You are more than welcome to start your own groups outside of this space but equally welcome to 'socialise' here.

Questions channel - Please use this channel to ask any questions you might have about the module, the programme or the sessions.

Overflow channel - This channel is an overflow channel for weekly discussions. The weekly channels will only be available during the week that a given session is held. We will retire the old channels as the new weeks open but we will store all the conversations on Blackboard if you would like to go back to them to see what has been discussed. If you would like to continue the conversations this is the space to do it.

General channel – This channel will be mostly used for administrative purposes, i.e. adding participants and channels and welcome emails for each of the weeks.

Some tips

- If you are asking a specific question to the course leader or to a member of the teaching team (or a fellow participant), please make sure you tag that person in the question. This way they are more likely to notice it.
- Make sure you enable channel notifications, this will make it easier for you to stay up to date with discussions in the channels.
- Feel free to use the chat function for private conversations or for pair tasks, these are private and will not be visible to the tutors. Chat is also where you can make video calls that will also be private.
- Do not feel like you need to have your camera on for the live sessions. We would of course like to see you, but if you are uncomfortable being on camera this is not a requirement.
- Please join the live session with your microphone muted (if that option is not switched on automatically) to minimise the disruption.
- Please use the hands up function if you would like to speak in live sessions and remember to unmute your microphone.

Engaging with Educational Literature module (module 1)

The module comprises about 30 hours of teaching and group activities aimed at:

- introducing the PG Diploma structure and expectations;
- enabling students to search educational bibliographic indexes and select appropriate literature;
- developing approaches to critical reading of educational literature;
- critically examining the relevancy of educational theories such as behaviourism, constructivism and social learning theories;
- modelling different teaching and learning strategies.

“Varied presentations, pauses, flexing into discursive time for the group to ‘digest’. Team based learning on Day 1 to establish a community.” (former PG Diploma student).

Intended learning outcomes

On successful completion of this module (including any required reading) students will be better able to:

1. recognise key educational theories of learning (behavioural, cognitive and socio-cultural) and their distinguishing characteristics;
2. critically engage with these theories and discuss their relevance in their own disciplinary and personal context;
3. recognise that there are important differences between the bio-medical/scientific and the social science/humanities paradigms and that this is reflected in their respective literatures and use of language;
4. use the educational bibliographic indexes and related library systems, and appropriate educational citation, quotation and referencing;
5. critically engage with the educational literature, demonstrating an awareness of a range of appropriate sources;
6. conceptualise and articulate the connections between education theory, literature and practice in higher education;
7. critically reflect on and evaluate own and others’ teaching practices, and identify developments.

This week includes formatively assessed tasks and activities that build towards a summatively assessed essay (3000 (+10%) words), designed to develop and assess critical reading of educational literature in the light of personal experience and disciplinary context.

“Hearing other people’s opinions about the pre-reading. This really helped to either reinforce concepts that I’d struggle with alone, or else clarify things I’d misunderstood” (former PG Diploma student).

‘Engaging with Educational Literature’ module timetable (week 1)

Week 1 1.09-6.09	Welcome to the Diploma in ULT – Introductions and expectations (MP)	Asynchronous session
	Biological basis of learning: Using neuroscientific perspectives to explore how learning happens and how this can inform more inclusive practice. (IN)	Asynchronous session
	‘Learning as behaving’ and ‘Learning as thinking’: ATeam-based Learning (TBL) Approach Behavioural and cognitive theories of learning and their relation to educational practice. (KI, JH) –	Asynchronous with a live component Thursday 3 September 10.00 – 12.00
Week 2 7.09 – 13.09	Learning as belonging: Exploring the personal and disciplinary contexts of learning and teaching (MA)	Asynchronous session
	‘Learning as interacting’: Socio-cultural theories of learning and their relation to educational practice. (JH, KI)	Asynchronous with a live component Friday 11 September 10.00-12.00
Week 3 14.09 – 20.09	Reading critically: Deconstructing educational values, arguments and positions. Using Toulmin’s Model of Argument. (DR, TC, MK)	Asynchronous with a live component Wednesday 16 September 13.00-15.00
	Engaging with educational literature: Poulson and Wallace’s four types of literature and five intellectual projects for studying the social world. (AM, KI)	
	How does learning theory inform teaching practice? Making sense of the multiplicity of theories of learning. (MP, RB)	Asynchronous session
Week 4 21.09 – 25.09	Preparing for Assignment 1: Structures and strategies for developing critical appraisal of educational literature. (MP, AM) Introduction to the CollegeLibrary Education collection: Searching and using educational bibliographic indexes. (HL)	Asynchronous session
	Journal Club Session: Critiques of two educational papers. Group-based student presentations and discussion. Three parallel groups of presentations. (AM, IN, KI, JH, MA, MK, MP NB, TC, RB)	Synchronous session with asynchronous elements Wednesday 23 September 13.00-15.00
	Development workshop: Peer and tutor discussion and feedback. (AM, IN, KI, JH, MA, MK, MP NB, TC, RB)	Synchronous session Wednesday 23 September 15.00 – 16.00
Wrap up week (14.12-18.12)	Review of Learning: Analysing practice in the light of new educational understanding. (MA)	Asynchronous session
	Writing in Education: Reflection on writing Assignment 1. Feeding forward to Assignment 2. (MP)	Asynchronous session

Administrative/welcome session	Skills – reading educational literature	Educational theory into practice	Student-led sessions
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EDU tutors: **MA:** Dr Mark Anderson; **NB:** Nikki Boyd; **TC:** Dr Tiffany Chiu; **JH:** Dr Jo Horsburgh; **KI:** Kate Ippolito; **MK:** Dr Martyn Kingsbury; **AM:** Dr Annette Mahon; **IN:** Dr Iro Ntonia; **MP:** Dr Monika Pazio; **DR:** Dr David Riley; **RB:** Dr Richard Bale; **HL:** Heather Lincoln (Guest tutor)

Engaging with Educational Literature assignment brief

Assignment 1

Select two examples of educational literature (articles, chapters, policy documents etc.) and critically examine the claims made in your chosen literature in relation to your own teaching and learning context.

Each source of educational literature must represent a different type of literature, as listed below (i.e. at least two types of literature should be represented):

- theoretical literature
- research literature
- practice literature
- policy literature

Prompt questions - when developing your assignment consider the following:

Why did you select this article?

What type of literature is this?

What do you think the author is trying to achieve through their writing and how successful do you think they are?

Drawing on your educational experience and wider reading, in what ways do you agree and disagree with the claims the author makes?

What are the views of other authors in the field?

With reference to Toulmin's Model of Argument, critically consider the evidence that the author draws on. Is this evidence and the way it is used persuasive to the reader?

Using your understanding of Poulson and Wallace classification consider what kind of paper is it and how successfully does it conform to its type?

See Assignment 1 mark sheet and the PG Diploma grade guidelines (overleaf) for full details of the assessment criteria, which you should read carefully when planning and developing your assignment.

Word limit: 3,000 words (+10%)

Mark Sheet for Postgraduate Diploma 2020-21 – Assignment 1

Engaging with Educational Literature

Student CID:

Marker's name:

Title of work:

First/second marker *(delete as applicable)*

Instructions to marker

1. Read the grade guidelines and enter comments under the headings below.
2. Reach an overall judgement about the quality of the work using the PG Diploma assessment criteria, grade guidelines and learning outcomes to guide you. 50% or more represents a pass mark.
3. Indicate the percentage mark below.

	Grade: Ungraded 39% or less	Grade D (fail) 40-49%	Grade C 50-59%	Grade B 60-69%	Grade A 70-100%
Please give % mark					

Assessment criteria and comments

1.) Integration and application
a) Demonstrates an ability to read and integrate different types of literature and to apply these to an area of their own practice.
2.) Critical use of literature
a) Identifies different viewpoints in the literature and explains how they might relate to one another.
b) Is able to engage critically with the literature by identifying strengths and weaknesses within the arguments and claims of the literature. For example, by considering the warrant, the context, the application or the method used in the literature.
3.) Reflection insight and evaluation
a) In the context of the reading, demonstrates reflection and evaluation of own and others' teaching practices.
4.) Academic structure and presentation
a) There is a good standard of presentation which includes; appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Overall Comments

PG Diploma grade guidelines: characteristics of performance for each grade

Criteria	Ungraded: 0-39% (Fail)	Grade D: 40-49% (Fail)	Grade C: 50-59% (Pass)	Grade B: 60-69% (Merit)	Grade A: 70-100% (Distinction)
Appropriate reading and engagement with literature	Demonstrates very little evidence of having identified or read, central texts; or literature relevant to the topic.	Demonstrates a limited, fragmented knowledge of the literature; presents few and/or limited applications of these to the topic.	Demonstrates an ability to identify and partially integrate knowledge of some relevant literature.	Demonstrates an ability to identify and appropriately integrate an appropriate range of relevant literature; presents pertinent applications of these to the topic.	Demonstrates an ability to identify and skilfully integrate a good range of relevant literature; presents convincing applications of these to the topic.
Understanding & relevance	Presents very little evidence of, or misunderstandings of, main, concepts, theories, issues, policy, and practice relevant to the topic; makes very few or no connections between them.	Presents limited evidence of, or flawed understandings of, main concepts, theories, issues, policy and practice relevant to the topic; makes limited connections between them.	Presents modest understanding of concepts, theories, issues, policy; and relevance to practice; makes some relevant connections between them.	Presents a good understanding of concepts, theories, issues, policy; and relevance to practice; makes relevant connections between them and some links to wider context.	Presents an excellent understanding of concepts, theories, issues, policy; and relevance to practice; and makes evidenced connections between them and to wider context.
Critical use of literature	Demonstrates very little or no awareness of differing viewpoints, or of relations between them; demonstrates very little or no critical engagement.	Demonstrates limited awareness of differing viewpoints, but perhaps not of the relations between them; demonstrates little critical engagement.	Demonstrates modest awareness of differing viewpoints, and of relations between them; demonstrates limited critical engagement.	Demonstrates good awareness of differing viewpoints, and of relations between them; demonstrates appropriate critical engagement.	Demonstrates excellent awareness of differing viewpoints, and of relations between them; uses this criticality to analyse &/or form narratives and demonstrates critical engagement.
Technical accuracy* of writing	Considerable error in level of technical accuracy in written work.	Some errors in level of technical accuracy in written work.	An acceptable, if fairly basic, level of technical accuracy in written work.	Considerable accuracy and correctness in technical presentation in written work.	Very few flaws in accuracy and correctness in technical presentation in written work.
Reasoning, structure & argument	Little or no rationale or narrative argument; work has very little or no structure; develops few or no arguments, presents flawed, un-sustained or mutually contradictory arguments with very little or no conclusion.	Little information about the overall rationale and narrative argument of the assignment; work with little structure; develops weak &/or incomplete arguments; presents little conclusion of the work as a whole.	Acknowledges the rationale and narrative argument of the assignment; submits work with an adequate structure; develops and sustains some modest arguments; presents some conclusion of the work as a whole.	Makes clear the rationale and narrative argument of the assignment; submits clearly structured work; develops clear and sound arguments with some defence; presents a substantive conclusion of the work as a whole.	Presents rigorously structured work with clear rationale and narrative argument; provides lucid, cogent and sophisticated arguments that are well substantiated and defended; with thorough conclusion of the work as a whole.

Reflection, insight and evaluation	Presents very little or no evidence of reflection and evaluation of own and others' practices or of how the literature and educational ideas may be relevant.	Presents little and/or unclear evidence of reflection and evaluation of own and others' practices or of how the literature and educational ideas may be relevant.	Presents modest evidence of reflection and evaluation of own and others' practices and makes some connection between this and educational ideas and literature.	Presents clear evidence of reflection and evaluation of own and others' practices and makes appropriate connection between this and educational ideas and literature.	Evidence of insightful reflection and penetrating evaluation of own and others' practice showing criticality and insight in linking this to appropriate educational theory and literature.
Independence	Demonstrates very little or no independence of thought; accepts as given ideas and findings from the educational literature and research. Fails to recognise or utilise advice and guidance from peers and tutors. Does not generate recommendations.	Demonstrates little independence of thought; accepts without question most ideas and findings from the educational literature and research. May recognise and utilise advice but superficially and without critical engagement. Generates at best superficial or simplistic recommendations.	Demonstrates modest independence of thought; questions some ideas and findings from the literature and research; shows some ability to use advice and guidance from others and generate recommendations.	Demonstrates independence of thought; critically questions ideas and findings from the literature and research, thoughtfully engages with advice and guidance; shows an ability to extrapolate ideas and generate recommendations.	Demonstrates independence of thought and argument; challenges ideas and findings from the literature and research; actively engages in critical dialogue giving and questioning advice and guidance; shows an ability to extrapolate and synthesise relevant ideas and generate convincing and critically evidenced recommendations.
Integration and application of appropriate literature and/or theory to wider context	Little evidence of integrating literature and theory or relating these to practice or wider context.	Limited or fragmented integration of literature and theory with no or superficial linking of these to practice or wider context.	Partial integration of some relevant literature and theory with modest application of these to direct practice and perhaps to a lesser extent to wider context.	Appropriate integration of relevant literature and theory with pertinent applications of these to practice and wider context.	Good integration of an appropriate range of relevant literature and theory and insightful application of these to a range of practice with evidenced extrapolation of these to wider context.

*Technical accuracy is taken to include: punctuation, essay organisation, paragraph and sentence structure, spelling, tone, word usage, referencing.

Writing Critically in Education module (module 2)

Module 2 will take place throughout January. This module comprises about 30 hours of teaching, group activities and seminars and follows a similar structure to week 1. Having prepared participants to engage more critically with the educational literature in module 1, this week delves more deeply into key educational concepts and considers critical writing skills for education. Once again there are a series of formatively assessed tasks and activities that build towards a summatively assessed essay (3000 (+10%) words). This is designed to develop and assess critical writing in an educational style, through the critical examination of selected educational concepts, in the light of personal experience and disciplinary context.

“Exposure to range of ‘big’ overarching theories to anchor thoughts” (former PG Diploma student).

Intended learning outcomes

On successful completion of this module (including any required reading), students will be better able to:

1. unpack educational references and critically engage with others’ narrative arguments;
2. develop and articulate their personal narrative arguments about educational practice;
3. position themselves within their own disciplinary and educational contexts;
4. conceptualise and articulate the connections between education theory, literature and practice in higher education;
5. write appropriately and effectively for an educational readership/audience;
6. make recommendations for improving educational practice in their local context.

Being given plenty of time to understand new concepts/approaches. Very good mix of group work/peer discussion/whole group teaching - made the week very enjoyable. Timing was good allowing space for reading outside the taught sessions. Lots of guidance/linking throughout to assignment/library project” (former PG Diploma student).

‘Writing Critically in Education’ module timetable (module 2)

Week 1 4.01 – 10.01	Welcome to module 2 (MP)	Fully asynchronous
	‘Learning as Contributing’: Students as Partners: Exploring the possibilities and practicalities of engaging students as partners in educational design, assessment and feedback and research. (MS, TC)	
	Introducing Critical Theory in Education: Critically engaging with educational ideas and taking a theoretically informed approach to critiquing educational practice. (JH)	Asynchronous session with a synchronous component Thursday 7 January 10.00-11:30
Week 2 11.01-17.01	Learning, Participation and Identity: Critically examining how learning happens within and between communities of practice. (JH, KI)	Asynchronous session with a synchronous component Tuesday 12 January 10.00-12:00
	‘Learning as Feeling’: Acknowledging the role of emotion in teaching and learning and planning how to manage it. (KI, NB)	Fully asynchronous
Week 3 18.01-24.01	Threshold Concepts: Identifying and exploring personal threshold concepts on educational theory. (MK)	Asynchronous session with a synchronous component Tuesday 19 January 13.00-14.30
	Concept Mapping: Investigating the use of concepts maps as a tool for studying, teaching and researching. (KI, MK)	Fully asynchronous
Week 4 25.01-29.01	Journal Club: Two parallel sessions with peer group preparation, student presentations and discussion of papers. (AM, IN, JH, KI, MA, MK, MP NB, TC, RB)	Thursday 28 January 10.00-11.30
	Writing Assignment 2: Refining academic essay writing including purposes, structures and developing a narrative argument. (MP)	Thursday 28 January Asynchronous with Q and A component 11.30-12.00
	Development Session: Tutors available for one-to-one support. (AM, IN, JH, KI, MA, MK, MP NB, TC, RB)	Thursday 28 January 12.00-13.00
Skills – reading educational literature, writing in education		Educational theory into practice
		Student-led sessions

EDU tutors: MA: Dr Mark Anderson; NB: Nikki Boyd; TC: Dr Tiffany Chiu; JH: Dr Jo Horsburgh; KI: Kate Ippolito; MK: Dr Martyn Kingsbury; AM: Dr Annette Mahon; IN: Dr Iro Ntonia; MP: Dr Monika Pazio; MS: Dr Mike Streule; RB: Dr Richard Bale

Writing Critically in Education assignment brief

Assignment 2

Using ideas explored either in the 'Learning, Participation and Identity' or 'Threshold Concepts' session, develop a narrative argument about both the relevancy and limitations of these concepts, when applied to your educational setting.

See Assignment 2 mark sheet (overleaf) and the PG Diploma grade guidelines for full details of the assessment criteria, which you should read carefully when planning and developing your assignment.

Word limit: 3,000 words (+10%)

Mark Sheet for Postgraduate Diploma 2020-21 – Assignment 2

Writing Critically in Education

Student CID:

Marker's name:

Title of work:

First/second marker <i>(delete as applicable)</i>

Instructions to marker

4. Read the grade guidelines and enter comments under the headings below.
5. Reach an overall judgement about the quality of the work using the PG Diploma assessment criteria, grade guidelines and learning outcomes to guide you. 50% or more represents a pass mark.
6. Indicate the percentage mark below.

	Grade: Ungraded 39% or less	Grade D (fail) 40-49%	Grade C 50-59%	Grade B 60-69%	Grade A 70-100%
Please give % mark					

Assessment criteria and comments

1.) Understanding and relevance
a) Demonstrates an understanding of relevant concepts, theories, issues, policy; and their applications to practice.
b) Demonstrates an ability to make relevant connections between concepts, theories, issues, policy and their applications to practice.
2.) Reasoning, structure and argument
a) The writing is structured in a way which has a clear rationale and narrative argument.
b) Presents arguments that are developed and defended through the use of theory, practice and empirical evidence.
3.) Independence
a) Demonstrates an ability to challenge ideas from the literature and current practice.
b) Is able to generate recommendations, which may show creativity and innovation. This might be demonstrated in a number of different ways, but there is no requirement here to show originality.
4.) Academic structure and presentation
a) There is a good standard of presentation which includes; appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Overall Comments

Library Project module

The final part of the PG Diploma stage consists of a library-based education project. This builds on the preparatory work done in the first two modules, including through independent study and the two previous essays. The Library Project is an individually negotiated assignment in an area of interest and relevance to each student.

“Fantastic transformative process. Excellent focus on skills” (former PG Diploma student).

Much of the work on this project will be through independent study but there will be specific seminars and individualised tutor support to guide students. Summative examination is by submission of a report of 7,000 words (+10%). Although there is no specified lower limit, we would expect most Library Projects to be close to 7,000 words, if they are to fully examine the chosen area and address the learning outcomes.

Intended learning outcomes

There are no separate learning outcomes associated with the Library Project, rather this is an extended activity where students can demonstrate and reinforce the intended learning outcomes associated with the whole taught component (module 1 and module 2) and the wider PG Diploma.

Progress review seminars

Two progress review seminars will be held to provide students with additional guidance and support for researching and writing their Library Project on:

Progress review seminar 1	Wednesday 12 April 2021 (10.00-13.00)
Progress review seminar 2	Wednesday 2 June 2021 (10.00-13.00)

One-to-one supervision meetings with your Diploma tutor to discuss your Library Project will also be available. You should contact your tutor directly to arrange these.

Library Project assignment brief

Each student will decide on the exact focus of their project, although it should fulfil the following requirements:

- have a teaching and learning focus;
- demonstrate an ability to search, integrate and accurately cite generic, disciplinary-specific and level-specific educational literature;
- make connections between this educational literature and teaching practices in their discipline through analysis, synthesis and personal reflection on practice.

Also see the Library Project mark sheet (overleaf) and PG Diploma grade guidelines for assessment criteria, which you should read carefully when planning and developing your assignment.

Word limit: 7,000 words (+10%)

The word limit excludes title page, abstract, reference list and appendices. You do not have to include an abstract but it may help you to distil your Library Project's key messages.

Mark Sheet for Postgraduate Diploma 2020-21 - Library Project

Student CID:

Title of work:

Marker's name:

First/second marker (delete as applicable)

Instructions to marker

7. Read the grade guidelines and enter comments under the headings below.
8. Reach an overall judgement about the quality of the work using the PG Diploma assessment criteria, grade guidelines and learning outcomes to guide you. 50% represents a pass mark.
9. Indicate the percentage mark below.

Please give % mark	Grade: Ungraded 39% or less	Grade D (fail) 40-49%	Grade C 50-59%	Grade B 60-69%	Grade A 70-100%

Assessment criteria and comments

1.) Integration and application
a) Demonstrates an ability to read and integrate different types of literature and to apply these to an area of their own practice.
2.) Critical use of literature
a) Identifies different viewpoints in the literature and explains how they might relate to one another.
b) Is able to engage critically with the literature by identifying strengths and weaknesses within the arguments and claims of the literature. For example, by considering the warrant, the context, the application or the method used in the literature.
3.) Reflection, insight and evaluation
a) In the context of the reading, demonstrates reflection and critical evaluation of own and others' teaching practices.
4.) Understanding and relevance
a) Demonstrates an understanding of relevant concepts, theories, issues, policy; and their applications to practice.
c) Demonstrates an ability to make relevant connections between concepts, theories, issues, policy and their applications to practice.
5.) Reasoning, structure and argument
a) The writing is structured in a way which has a clear rationale and narrative argument.
b) Presents arguments that are developed and defended through the use of theory, practice and empirical evidence.
6.) Independence
a) Demonstrates an ability to challenge ideas from the literature and current practice.
b) Is able to generate recommendations, which may show creativity and innovation. This might be demonstrated in a number of different ways, but there is no requirement here to show originality.
7.) Academic structure and presentation
a) There is a good standard of presentation, which includes; appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Overall Comments

Previous Library Project titles

Below is a list of past titles to indicate the range and type of library project options. It is not meant to be prescriptive or limiting and you are encouraged to be creative in your choice of focus. You are encouraged to phrase your title as a question that is researchable through the literature, as this will help to structure your project appropriately. However, this is a guideline and not a requirement.

- Getting to know you: improving the intercultural competence of graduate teaching assistants
- Does a community of practice help or hinder a PhD student's information literacy skills?
- Identity and anxiety: how can we support LGBTQIA students in the active learning classroom?
- Entrepreneurial me: what does it mean to think like an 'entrepreneur' for STEM postgraduate research students?
- Artificial Intelligence (AI) in radiology: teacher or tool?
- The power of feedback literacy: how a tailored feedback framework facilitates learning in a core facility in the absence of summative assessment.
- A Bourdieusian perspective on ethnicity and diversity: the impact on students' wellbeing and success.
- Lost in the crowd: Can CoPs give faceless medical students back their sense of belonging?
- The benefits of being late: Exploring issues around the timely submission of course assignments
- Keeping it real? The effects of authenticity in UG Aircraft Design education
- 'Fake it 'till you make it?': Longitudinal Integrated Clerkships and educational authenticity.
- The Importance of Digital Citizenship in Healthcare Education and the Potential Roles and Challenges of MOOCs.
- Critical thinking: let's celebrate our differences!
- Does not compute? Why even the numerically literate struggle to learn programming.
- Can summative assessment of industrial placements turn students into engineers?
- Dotting the "I" or crossing the "T" – A Bourdieusian Approach to Generalising Medical School Education.
- What I Teach When I Teach Nothing.
- What is the role of the role model in the development of professional identity in medical students?
- Multiple choice questions are a good way to help students learn: TRUE or FALSE?
- From threshold concepts to transformative learning: Cognitivist perspectives on how philosophy could enrich physics teaching.
- I feel therefore I teach. The importance of emotions in the role and identity of a lecturer.
- Lost in the fog: liminality and authenticity in geological fieldwork.
- How can personal tutoring be used to support transformative learning of medical students? Analysis through the lens of transformative learning theory by J. Mezirow.
- In what way does Cognitive Load Theory offer suggestions for improved student learning and engagement?

Preparing to begin the PG Diploma

We will be discussing the following aspects on day 1. You might like to make some notes in advance.

What are your beliefs about university learning and teaching?

What do you hope to learn by doing the PG Diploma in ULT?

What are your concerns about doing the PG Diploma in ULT, if any?

Progressing from the PG Dip to the MEd stage

On successful completion of the PG Diploma you are eligible to transfer on to the final MEd in ULT stage. You can either progress immediately to the MEd upon completion of the Diploma, or take a break for one or two years. Members of the 2020-21 cohort will therefore be eligible to start the MEd in 2021, 2022 or 2023. If you do not immediately progress to the next stage, you will be awarded your PG Diploma qualification and will be required to return this to Registry when re-entering the programme. You also have the option of taking the Diploma as an exit award and not continuing the MEd, provided you completed your PG Cert at Imperial.

The MEd level is intended for students who have developed a strong interest in educational theory, literature and research. It will build on the themes and concepts that were introduced during the PG Diploma and students will complete a relatively small piece of educational research. The enquiry may be related to an area of interest that was developed within the Diploma year and many students enrolling on the course may already have ideas of an appropriate piece of research.

It is important that students consider the time and commitment that will be required to successfully complete the Master's in Education and be aware of the differences that exist in research methods between the social sciences and the sciences. These differences are significant and will require the student to engage in academic study of the discipline. To this end, there will be taught sessions devoted to research methods within the social sciences, which students are expected to attend.

As with all Imperial Master's level programmes this is a demanding academic course and experience tells us that those students achieving a merit or distinction at Diploma level are better equipped for the challenges of the MEd level. If you wish to discuss this please contact us.

5. Board of Examiners

Board of Examiners

The Board of Examiners meets annually in July to agree the awards of MEd programme candidates and to confirm candidates' progression to the next level of the programme.


Listed below are all the assessors for the programme.

 Professor Martyn Kingsbury

 Dr Mark Anderson

 Mrs Nikki Boyd

 Dr Tiffany Chiu

 Dr Jo Horsburgh

 Mrs Kate Ippolito

 Dr Annette Mahon

 Dr Iro Ntonia

 Dr Monika Pazio

 Dr Dave Riley


External Examiners

 Dr Dawne Irving-Bell, Edge Hill University

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

During your programme you may be invited to meet your external examiners to discuss how you have found the programme or for a type of assessment called a viva voce (verbal exam). It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

6. Location and Facilities

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

For any face to face teaching, your main location of study will be:

South Kensington Campus
Exhibition Road
South Kensington
LONDON, SW7 2AZ

Facilities

Computer access and printing is available at the Central Library. The Department's postgraduate office is located in the Educational Development Unit, Level 5 Sherfield Building.

Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

 www.imperial.ac.uk/library

Shuttle bus

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

 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

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

Changes due to Coronavirus (COVID-19)

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

 www.imperial.ac.uk/about/covid-19/students

Health and Safety

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

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

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

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

What measures to expect in the Autumn Term?

Arrangements may change, but on current plans, as a minimum you can expect:

Welcome pack

On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

Good infection control

The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

Hand sanitisers and multi-surface cleaning wipes

Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Social distancing

You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

Face coverings

On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose.

When it's essential to wear a face covering: <ul style="list-style-type: none">• Walking around campus• Cafes and welfare spaces• Lecture theatres• Teaching rooms• Library• Halls of residence• Travelling on public transport	When it's not essential to wear a face covering: <ul style="list-style-type: none">• Offices• Laboratories• Workshops
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For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.





You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- attend appropriate induction and training.
- report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- not interfere with any equipment provided for Health and Safety.
- inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

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

 www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental safety contact is:

 Ruth Stannard
 EDU, Level 5 Sherfield Building
 0207 5948784
 r.stannard@imperial.ac.uk

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College's activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

 www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.



www.imperial.ac.uk/occupational-health

7. College Policies and Procedures

Regulations for Students


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

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


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

Academic Feedback Policy

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


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

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at:

 www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/

Provisional Marks Guidance

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Late Submission Policy

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

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

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

Mitigating Circumstances

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found in section 3.

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at:

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


Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

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

Unsatisfactory Progress

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

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

Academic Appeals Procedure

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



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

Arithmetic Marks Check

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

Student Complaints

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

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



student.complaints@imperial.ac.uk



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

Student Disciplinary Procedure

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



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

Intellectual Property Rights Policy

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



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

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



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



www.imperialenterpriselab.com/support/experts-in-residence

Use of IT Facilities

View the Conditions of Use of IT Facilities:



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

General Data Protection Regulation (GDPR)

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

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



<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/ICL---Privacy--Notice-for-Students-and-prospective-students.pdf>

8. Wellbeing, Support and Advice

In your department

Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time at Imperial.

Your Personal Tutor

You will be allocated a member of academic staff from the EDU as your personal tutor at the beginning of the academic year. Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies by emailing them.

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

The Senior Tutor is Dr Annette Mahon (a.mahon@imperial.ac.uk)

Departmental Disability Officers

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

Your Departmental Disability Officer is: Kate Ippolito

Email: k.ippolito@imperial.ac.uk

Telephone: 0207 5948789

More information on Departmental Disability Officers is available at:



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

More information about how to request additional arrangements for exams if you have a disability is available at:



www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability

We have designed our programme to be inclusive of our students' learning needs and preferences. If you have a specific need please discuss it with the course lead.

Your Union

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

Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.



www.imperialcollegeunion.org/advice

Student representatives

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

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

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

Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, and exams.

 www.imperial.ac.uk/student-hub

Student Support Zone

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





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

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




Useful support contacts

Health and wellbeing

Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus
 020 7584 6301
 imperialcollege.hc@nhs.net
 www.imperialcollegehealthcentre.co.uk




Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus
 020 7589 6623
 www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service

 020 7594 9637
 counselling@imperial.ac.uk
 www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service




 Chemistry Building, South Kensington Campus
 chaplaincy@imperial.ac.uk
 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

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

International students' support

Centre for Academic English





 Level 3, Sherfield Building, South Kensington Campus
 english@imperial.ac.uk
 www.imperial.ac.uk/academic-english

International Student Support team

 020 7594 8040
 www.imperial.ac.uk/study/international-students




Careers

Careers Service

 Level 5, Sherfield Building, South Kensington Campus
 020 7594 8024
 careers@imperial.ac.uk
 www.imperial.ac.uk/careers

ICT and software

ICT Service Desk

 Central Library, South Kensington Campus
 020 7594 9000
 www.imperial.ac.uk/ict/service-desk

Software shop

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/



9. 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
 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 8037
 certificates@imperial.ac.uk

10. Work-life Balance

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

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.

Move Imperial

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

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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



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

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



www.imperial.ac.uk/sport

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



www.imperial.ac.uk/sport/movefromhome

11. Student feedback and representation

Feedback from students

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

Examples of changes implemented as a result of student feedback include:

- More varied assessment, including groupwork and digitally enhanced assessments.
- Increased support for applying for HEA Fellowship.
- More time to respond to draft feedback on PG Dip assignments
- Digitally enhanced written and audio feedback at PG Dip level
- Pre-session reading sent a greater time in advance of taught sessions and more closely aligned to in-session tasks
- Increased use of popular teaching techniques like team-based learning
- Introduction of progress tracking forms at MEd level to support students with their time management.

Student representation

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



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

Student representatives for each level of the programme are invited to volunteer at the beginning of the academic year and are required to attend the Staff Student Liaison Committee (26 January 2021) and to meet to discuss their experiences of the programme with the external examiner in July 2021.

Staff-Student Committee

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



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

12. Student Surveys

Your feedback is important to your department, the College and Imperial College Union.

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

- PG Student Online Evaluation (SOLE) module/lecturer survey or departmental equivalent
- Student Experience Survey (SES)

The PG SOLE module/lecturer survey (or equivalent for your department) 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.

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

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

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

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

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

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

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

 www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

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

 surveys.registrysupport@imperial.ac.uk

13. And finally

Alumni Services

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

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

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



www.imperial.ac.uk/alumni

Appendix 1: The Graduate School



Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.

Welcome from the Graduate Students' Union (GSU)



I am delighted to welcome you to the Imperial College and the Graduate Students' Union (GSU). I hope you have a fantastic time here.

The Graduate Students' Union is a university-wide representative body elected by postgraduate students. Our job is to stand up for your interest as a postgraduate and ensure that you have the most enjoyable and beneficial time possible at Imperial. As the GSU President, I want to emphasise that it is postgraduate students that Imperial is relying on to maintain its position as a Top 10 university in the world, therefore, your voices really do matter!

This year, our GSU Committee will keep improving postgraduate well-being by increasing the quality of supervision and by creating strategies to tackle mental health issues. Meanwhile, we will also try to strengthen the relationship with enterprises, so that we can co-organize more campus activities, negotiate job and internship opportunities for our postgraduate students and raise more money for our social and recreational events.

We also realised your learning, researching and job/internship application in this year might be terribly influenced by the the COVID-19 pandemic. This might also be worrying you. To minimise the effects and guarantee that your voices are heard, my team and I will meet you through online or offline channels, collect your opinions and ideas, and advocate them to the university.

This GSU Committee is ready to serve for you. We are happy to answer your questions and fully expect to receive your feedback. I wish you all the best at Imperial. Please stay happy and healthy!

A handwritten signature in black ink, appearing to be 'Zixiao Wang'.

Zixiao Wang

President of Graduate Students' Union

Imperial College London

Email: gsu.president@imperial.ac.uk



GSU
IMPERIAL GRADUATE
STUDENTS' UNION

Appendix 2: College policy on research misconduct

The College considers any allegation of research misconduct to be a matter of great concern and will investigate any such allegation fully. Given its international reputation and status, the College has a responsibility to the scientific community and to the public at large and therefore, where appropriate, will make public the outcome of any such investigation.

Definitions

The College has adopted the Royal College of Physicians' definitions of research misconduct as including piracy, plagiarism and fraud. The following definitions give indicative descriptions of the types of activity covered by this regulation. These descriptions are neither exclusive nor exhaustive:

- piracy is the deliberate exploitation of ideas and concepts from others without acknowledgement;
- plagiarism is the copying of ideas, data or text (or a combination of these) without permission or acknowledgement;
- fraud involves deception—usually, but not exclusively, the invention of data. This could also include the omission from analysis and publication of inconvenient components of a data set.

Other types of research misconduct may be separately defined, but the College views them as combinations or sub-types of those defined above. In addition to research misconduct, these procedures will also apply to cases of scientific negligence.

Procedures for the investigation of allegations of research misconduct

<https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/>

Appendix 3: College statement on plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College and the University of London must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism, that is, the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources. Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work. The direct and unacknowledged repetition of your own work that has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Examination Offences Policy and may result in a penalty being taken against any student found guilty of plagiarism.

Cheating offences policy and procedures

www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/

Plagiarism advice for postgraduate taught course (Master's) students

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

TurnitinUK Plagiarism Detection Service at Imperial College:

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/>

Appendix 4: Using Blackboard and Turnitin

You will be enrolled on Blackboard courses for each of the Diploma modules. There will be some common information across the three Blackboard courses, but each course will contain materials from the associated teaching week or seminars and will host the submission point for the relevant assignment.

Guidance on using Blackboard as student can be found at the following website:

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/blackboard/blackboard-student-user-guide/>

Draft and final versions of Diploma assignments will be submitted via Turnitin. Navigate to the assignment submission area of the relevant Blackboard course and click on 'View/Complete' under the name of the assignment you wish to submit.

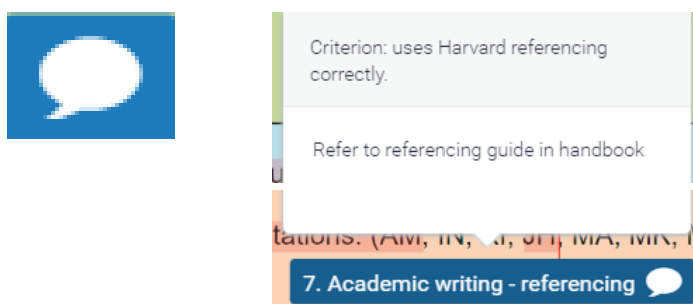
You will be taken to the Turnitin assignment inbox where there will be details of the assignment and its due date. Click on the blue submit button and fill in the submission title field before clicking 'Choose from this computer' to select the file you want to submit. If you choose the incorrect document, click the 'Clear file' button to the right of the document name. When you are ready to submit, click the blue 'Upload' button at the bottom of the screen.

Once the document has been uploaded, you will be shown a screen that asks you to confirm that you would like to submit this file. Click on the blue 'Confirm' button at the bottom of the screen to complete your submission. You will receive a Digital Receipt via email from Turnitin containing a submission ID.

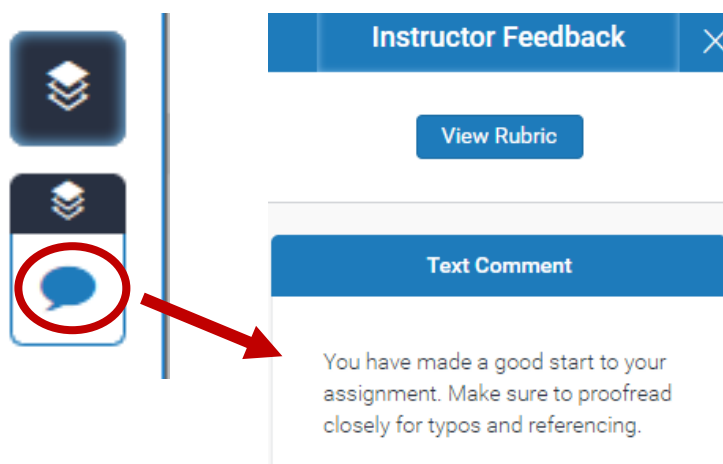
For your draft assignments, your tutor will give you feedback in Turnitin. To view your feedback, return to the assignment submission area and click on 'View/Complete' under the relevant assignment. This will take you to the Turnitin Feedback Studio. On the right hand side of the screen you will see a panel with a number of icons. Hover over the three white squares above the blue speech bubble and it will say 'Show instructor feedback layer'.



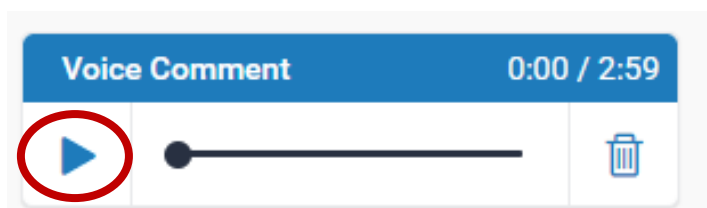
Click on this icon and you will find that your document now has a number of blue stickers on it. These will either be standalone speech bubbles or items from the assignment marking criteria. Click on the speech bubbles to expand the box and view related comments from your tutor.



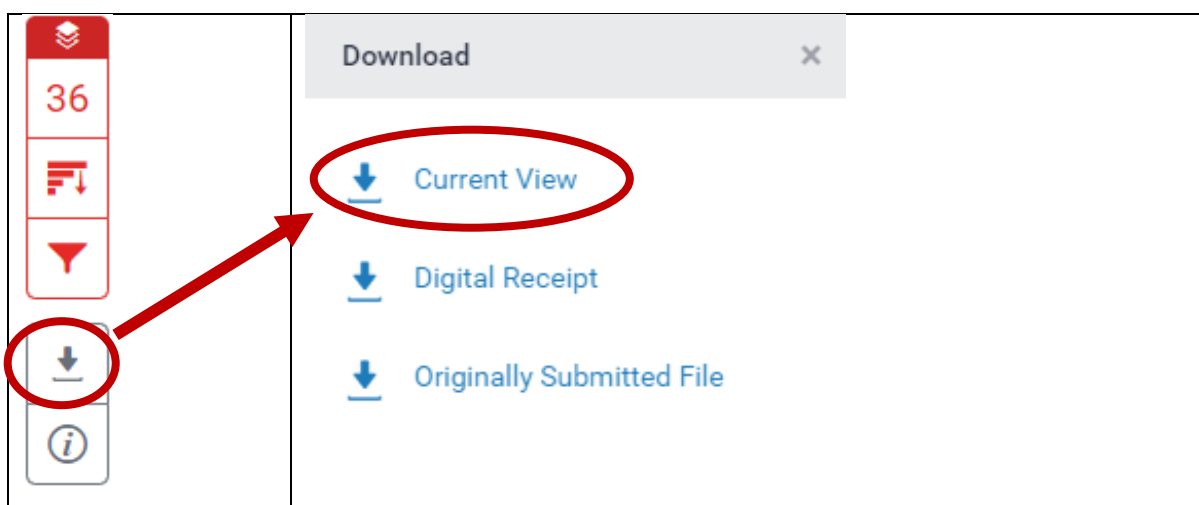
Your tutor will have also left you some overall comments on your assignment. To view these, click on the blue 'Instructor feedback' icon and a panel will appear to the right.



There is also the opportunity for your tutor to leave you audio feedback. If your tutor has chosen to do this, you will see a 'voice comment' box above the text comment box. Click the play button to listen to your feedback.



To print a copy of your feedback click the 'Download' icon at the bottom of the right hand panel. Click on 'Current View' on the screen that pops up.



This will download a PDF of your assignment that shows where your tutor has made comments. The comments themselves will be shown at the end of the document.

If you have any issues using Blackboard or viewing your feedback in Turnitin, please contact dipult@imperial.ac.uk.

Appendix 5: Referencing your work in Education

Plagiarism

The detailed and accurate referencing of work is important in academic contexts and serves multiple purposes within professional communities and communications. One of the purposes of referencing is to avoid appearing to present others' work as your own – i.e. plagiarism.

Given that most students on this programme are College or NHS employees, it is expected that you will be familiar with plagiarism and how to avoid it. Nevertheless, it has to be stated that plagiarism will not be accepted and severe action may be taken against students who have plagiarised the work of others. To avoid inadvertent plagiarism, it is important that you understand what constitutes a problem or offence. You have access to an online information literacy guide:

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

College regulations on scientific misconduct and plagiarism are provided in this handbook. The detection of plagiarism by members of College or NHS staff can have severe consequences for their professional careers, over and above the regulatory consequences of plagiarism by typical taught postgraduates.

All assignments, dissertations, and portfolios submitted for summative assessment will be via Blackboard Learn and will be sent for checking by plagiarism detection services.

Harvard-style Referencing

There are many styles that can be used for referencing, this information is based on the Imperial Library guide and introduces the Harvard referencing style:

www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style

The Harvard style of referencing, which uses an 'author-date' approach, is required for all work submitted for the PG Cert, PG Dip and Master's in University Learning and Teaching.

When you begin your research for any piece of work, it is important that you record the details of all the information you find. You will need these details to provide accurate references, and to enable you to locate the information again at a later date, should it be necessary to do so. It can also be useful to keep a record of your literature search strategy and process, where did you search? What key words and search terms did you use? What key authors did you follow-up? This information can help you discussing your literature searching with your supervisor or other students or members of the academic team. The literature search strategy can also be required as part of the assessment on some assignments.

What is referencing?

The following section is adapted from the Library's guide to referencing, found here:

www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/

At its most basic referencing is used to demonstrate to your readers that you have conducted a thorough and appropriate literature search, and reading. Equally, referencing is an acknowledgement that you have used the ideas and written material belonging to other authors

in your own work. Perhaps most importantly, and different from a scientific style, when writing in an academic way about a qualitative subject like education arguments and narratives consist of ideas from many authors often with your particular interpretation of these ideas. This type of work is best referenced in the Harvard style, which shows authors' names and year (and for quotes, page numbers) in the text helps the reader make sense of how the argument develops.

Why should I reference?

- Accurate referencing is a key component of good academic practice and enhances the presentation of your work: it shows that your writing is based on knowledge and informed by appropriate academic reading.
- You will ensure that anyone reading your work can trace the sources you have used in the development of your work, and give you credit for your efforts and quality.
- When writing in an 'Educational style' and building a narrative/argument from multiple ideas and contexts and showing how they are relevant to your thesis it is imperative to keep track of this process and train of thought by proper referencing.
- Your marks will reflect not just the content of your assignments but the sources you use and how you use and reference them.
- If you do not acknowledge another writer's work or ideas, you could be accused of plagiarism.

Referencing using the Harvard style

There are three main things to consider when referencing, citing the reference in the text, quoting from a reference in the text and correctly citing it and lastly writing the reference list and possibly a bibliography.

There are a number of rules relating to citations depending on the number of authors of a work, and if you are citing a quotation.

When you use another person's work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work. This acknowledgement is called a citation.

When you are using the Harvard style, your citation in your text should include:

- The author or editor of the cited work
- The year of publication of the cited work

Examples are shown below in blue.

Citing one author

Vygotsky (1978) sees learning as situated: inextricable from, and influenced by, cultural and social settings.

or

Learning can be seen as situated: inextricable from, and influenced by, cultural and social settings (Vygotsky, 1978).

Citing two or three authors

If the work has two or three authors, include all names in your citation.

An advantage of PBL is that the practice of medicine involves dealing with uncertainty and PBL students may be advantaged by early exposure to this (Jones, McArdle & O'Neill, 2002).

Citing four or more authors

If the work has four or more authors/editors the abbreviation 'et al' should be used after the first author's name.

In fact, recent evidence suggests that students retain 15% less information delivered verbally by the lecturer during PowerPoint presentations versus a more traditional lecture presentation (Savoy et al., 2009).

Citing works by the same author written in the same year

If you cite a new work which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the two.

Freire specifically argued that the problem with lectures is that the teacher feels that they need to complete the 'act of knowing' before they are in a position to deliver the lecture (Freire, 1974a; Freire, 1974b).

Citing from chapters written by different authors

Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited in the text, not the editor of the book.

Secondary referencing

Secondary references are when an author refers to another author's work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used.

The student furthermore can gain a sense of control over his/her learning (Bernstein, 1977 cited in Reay & Arnot, 2004).

You are advised that secondary referencing should be avoided wherever possible and you should always try to find the original work.

Citing a direct quotation

If a direct quote from a book, article, etc., is used you must:

- use single quotation marks (double quotation marks are usually used for quoting direct speech);
- state the page number.

... from this perspective learning is situated and inherently social in character: 'Legitimate peripheral participation is proposed as a descriptor of engagement in social practice that entails learning as an integral constituent.' (Lave & Wenger, 1991, p 35).

Good quotation practice using the Harvard style

Quotations longer than two lines should be inserted as a separate, indented paragraph.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching; the more basic phenomenon is learning. The practice of the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (p 93)

or

The role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching; the more basic phenomenon is learning. The practice of the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (Lave and Wenger, 1991: p 93)

If you want to insert a long quotation (over two lines) but do not want to include all of the text, you can remove the unnecessary text and replace with '...'.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching ... the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (p 93)

You should only do this when you use a quotation taken from one paragraph.

When you use quotations within your text, sometimes you may want to insert one or two words in the quotation so that your complete sentence is grammatically correct. To indicate that you have inserted words into a quotation, these have to be enclosed in square brackets.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'It implies participation in an activity system about which participants share understandings concerning what they are doing [and] what that means in their lives and for their communities.' (p 98).

Citing an image/illustration/table/diagram/photograph/figure/picture

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it.

For example:

Table illustrating differences between Piaget's and Vygotsky's theories (Woolfolk, Huges & Walkup, 2008, p 56).

or

Diagram 'Teaching in the magic middle' (Woolfolk, Huges & Walkup, 2008, p 57).

Citing from works with no obvious author

If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author. For example, many online publications will not have individually named authors, and in many cases the author will be an organisation or company.

A European Union Directive, which makes a default right to work no more than 48 hours per week (Working Time Directive, 2003), limits the training time available to surgeons.

If you are unable to find either a named or corporate author, you should use 'Anon' as the author name. Be careful: if you cannot find an author for online work, it is not a good idea to use this work as part of your research. It is essential that you know where a piece of work has originated, because you need to be sure of the quality and reliability of any information you use.

Citing from multi-media works

If you need to cite a multi-media work, you would usually use the title of the TV programme (including online broadcasts) or video recording, or title of the film (whether on DVD, online, or video) as the author. This would include, for example, videos posted on YouTube or other video-streaming web services.

Therefore, your citation should use the title that you identify as the author.

Cynics might argue that the experiment is another headline-grabbing TV stunt by brand Jamie Oliver, but might there actually be some serious lessons here for educationalists? (Dream School, 2011)

Citing from an interview or personal communication

Always use the surname of the interviewee/practitioner as the author.

MIT are also planning on reviewing their undergraduate research scheme (Bergren, 2008).

Writing a reference using the Harvard style

To write your own references you need different bits of information about each item that you read when you are researching a piece of work. These bits of information are called 'bibliographic' information.

For all types of references the key bits of information you need to start with are:

1. Author/editor: This means the primary (main) person who produced the item you are using. If you are using a website or web page, and there isn't an author, you can use what is called a 'corporate author'. This will usually be the name of the organisation or company to whom the website or web page belongs.
2. Date of publication/broadcast/recording: This means the date the item was produced. It is usually a year, but if you are using a newspaper article, an email, or a television recording, you will have to include a full date (day/month/year) in your reference.
3. Title of the item: This means the primary (main) title of the item you are using. That sounds very obvious, but have a look at a web page and try to work out what the main

title is. We would advise common sense in this situation – you have to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information.

It is worth keeping track of this information as you go and with any notes you make on a reference. This makes referencing work produced from your notes much easier. You may find this advice even more important when writing about education as you will generally be less used to the literature than you are in your 'primary discipline' and forming a written narrative often relies less on data and fact and more on ideas and argument. This requires you to 'unpack' and use references in a different way and ideas can all too easily get divorced from the source material when you assemble the final work.

The table below tells you about some of the variations you should look for when you are collecting your reference information.

Medium	Primary author/editor	Date of publication	Primary title of item
Email	Name of the person who wrote the email	The full date the email was sent: day/month/year	Subject of the email. This may include RE: or FWD
Journal article	Name of the person or persons who wrote the article	The year the journal issue was published	Title of the article (not the title of the journal)
Newspaper article	Name of the journalist, or if there is no journalist name, the name of the newspaper	The full date on which the article was published: day/month/year	Title of the article (not the title of the newspaper)
Website	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, the year when the website was last updated, or the latest date next to the copyright statement/symbol	Title of the website
Web page	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, but if the web page has a full date of publication, you may also need that: day/month/year	Title of the web page. You will need to use the title of the website if the web page doesn't have an individual title
TV broadcast	Title of the programme, or if the programme is part of a series, use the series title	The year the programme was broadcast	Title of the programme (it does not need to be written twice if you used it as the author information)
Personal interview	Name of the person being interviewed	The full date on which the interview took place: day/month/year	No title needed
Book chapter	Name of the author of the chapter	The year the book was published	Title of the book chapter (not the title of the book)

Depending on the type of material you want to reference you will also need other items of information, such as:

- Name of publisher
- Place of publication
- Page numbers
- Volume number
- Issue number
- URL (website or web page address)
- DOI (link for journal articles)
- Title of conference proceedings
- Report number
- Book or conference editor (if not your primary author)
- Book or conference title (if not your primary title)
- Journal title (the journal article title will be your primary title)
- Date of access (for online material)

Writing a reference list using the Harvard style

This is your list of all the sources that have been cited in the work. The list is inclusive showing books, journals, etc., listed in one list, not in separate lists according to source type.

- The list should be in alphabetical order by author/editor.
- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.
- Your reference list contains all the items you have cited or directly quoted from.
- When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.

Sometimes, especially when writing in a new field using an unfamiliar literature you read around the module considerably before settling on the references that you quote and cite to form your narrative argument. Should you wish to include this reading to indicate to your examiner items you have consulted but not cited, the addition of a bibliography might be useful. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. If you can cite from every work you consulted, you will only need a reference list.

How to write references for your reference list (and bibliography): Harvard style

Below is a list of the information required to write a reference in the Harvard style for a number of commonly used sources; each with an illustrative example.

Book: print

- Author/Editor (if it is an editor always put (ed.) after the name or (eds.) if there are multiple editors)
- (Year of publication)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher

Vygotsky LS. (1978). *Mind in Society: the development of higher mental process*. Cambridge MA: Harvard University Press.

Book: online/electronic

- Author/Editor (if it is an editor always put (ed.) after the name or (eds.) if there are multiple editors)
- (Year of publication)
- Title (this should be in italics)
- Edition (if not the first edition)
- [Online]
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Available from: URL
- [Date of access]

James, W. (1907) *Pragmatism*. [Online] Indianapolis, Hackett Pub. Co. Available from: <http://www.authorama.com/pragmatism-1.html> [Accessed 1st September 2011].

Book: chapter in an edited book

- Author of the chapter
- (Year of publication)
- Title of chapter followed by In:
- Editor (always put (ed.) after the name)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Berthiaume, D. (2009) *Teaching in the Disciplines*. In: Fry, H., Ketteridge, S. & Marshall, S. (eds.) *A Handbook for Teaching and Learning*. 3rd edition. New York, Routledge. pp 215-225.

Journal article: print

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- Volume number
- Issue number
- Page numbers of the article (do not use 'p'. before the page numbers)

Wink, DJ. (2006) *Connections between pedagogical and epistemological constructivism: Questions for teaching and research in chemistry*. *Foundations of Chemistry* 8(2), 111-51.

Journal article: online/electronic

If an electronic journal article has a DOI (digital object identifier), you can use this instead of the URL. The DOI is a permanent identifier provided by publishers so that the article can always be found online. Your lecturer may ask you to include the DOI, not a direct URL, in your written references.

To find the DOI, when you read an article online, check the article details as you will usually find the DOI at the start of the article. For more help, contact your librarian.

If you read the article in a full-text database service, such as Factiva or EBSCO, and do not have a DOI or direct URL to the article you should use the database URL.

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- [Online]
- Volume number
- Issue number
- Page numbers of the article (do not use 'p'. before the page numbers)
- Available from: URL or DOI
- [Date of access]

Eva, KW. & Lingard, L. (2008) What's next? A guiding question for educators engaged in educational research. *Medical Education [Online]* 42(8), 752–754 Available from: <http://onlinelibrary.wiley.com/doi/10.1111/j.1365-2923.2008.03135.x/full> [Accessed 1st September 2011].

or

Eva, KW. & Lingard, L. (2008) What's next? A guiding question for educators engaged in educational research. *Medical Education [Online]* 42(8), 752–754 Available from: DOI: 10.1111/j.1365-2923.2008.03135.x [Accessed 1st September 2011].

Note: articles published online may not have page numbers.

Web page/website

- Author/Editor (use the corporate author if no individual author or editor is named)
- (Year of publication) (if available; if there is no date, use the abbreviation n.d.)
- Title (this should be in italics)
- [Online]
- Available from: URL
- [Date of access]

General Medical Council (2009) *Tomorrow's Doctors* [Online]. Available from: http://www.gmc-uk.org/education/undergraduate/tomorrows_doctors_2009.asp [Accessed 1st September 2011].

Personal communication

- Name of practitioner
- Occupation
- (Personal communication, followed by the date when the information was provided)

Riley, D. (2011) Senior Lecturer in Educational Development. (Personal communication, 1st September 2011).

Lecture/presentation

- Name of lecturer/presenter
- (Year of lecture/presentation)
- Title of lecture/presentation (this should be in italics)
- [Lecture/Presentation]
- Title of module/degree course (if appropriate)
- Name of institution or location
- Date of lecture/presentation (day month)

Riley, D. (2011) *Introduction to Cognitive Approaches to Learning*. [Lecture] Imperial College London, 1st September.

Thesis/assignment/portfolio (an unpublished piece of work)

Name of author

(Year of writing)

Title of thesis, assignment, portfolio (this should be in italics)

(Unpublished thesis/assignment/portfolio)

Name of institution for which the work has been written, (if appropriate)

Riley, D (2011) *The Use of Metaphors in Educational Literature* (Unpublished thesis, submitted for PG Diploma in ULT) Imperial College London.

Sources of further help

For more referencing examples:

www.imperial.ac.uk/admin-services/library/learning-support/reference-management

Want to use reference management software?

The Library recommends RefWorks for undergraduate and Master's students, and EndNote for postgraduate research students and staff. We would recommend using some reference management software, but would suggest that you use whatever you are used to; although perhaps this course would give you a chance to try something new - and it can be an advantage to keep your educational referencing database separate from that of your primary research field.

Information and training

Library services learning support:

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

Contact the School of Professional Development's librarians for more advice:

www.imperial.ac.uk/admin-services/library/about-us/your-librarian/