Orientation Information for New Visiting (non-degree) Students
(Exchange, including Erasmus Study Exchange & Non-Exchange)

Study periods commencing at the start of the academic year

Formal start date: Saturday 28 September 2019
Undergraduates moving into Imperial College Halls of Residence: 28 and 29 September
Attendance in College (in your host academic department): Monday 30 September 2019

As a visiting (non-degree) student you are one of many arriving from a variety of countries.

We hope that your stay at Imperial College, and in the UK, is an enjoyable one.

This document is produced to help you (a visiting non-degree student, often an exchange student) (1) to make sense of all the information that is available on the College website and in other places, (2) to help you understand information provided by host departments and (3) to help you understand the services provided by the College.

There is a helpful ‘contents’ page. We have highlighted particularly important actions and sections in yellow.

Refer to this document throughout your time at Imperial College. As a student at Imperial College it is your responsibility to inform yourself and to ask any questions.

Sometimes “visiting students” are referred to as “occasional” students.

Brexit: If you are an EU national and have concerns as to how the UK’s exit from the EU (currently scheduled to be 31 October 2019) might impact on your stay at Imperial College London and for information on the EU Settlement Scheme if you wish to retain your right to live, work and/or study in the UK after the UK has left the EU please view:
http://www.imperial.ac.uk/about/imperial-and-the-european-union/support-for-students/
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Understanding the College Webpages, and other communications which you might be sent automatically by the College

(1) Auto-Emails from Imperial College: As you are due to arrive at the beginning of the College’s academic year, the College will email you (auto emails) about a.) tasks to undertake and b.) information of importance or interest, but unfortunately those communications do not differentiate between a new full-degree student and a new “visiting (non-degree) student, and this can sometimes lead to confusion on the part of the visiting (non-degree) student.

(2) New exchange students will receive bespoke emails from the student exchange coordinator, Mr Adrian Hawksworth (see also page 5) and (importantly) from their host academic department.

(3) New Students Website: http://www.imperial.ac.uk/students/new-students/

Our “new student” webpages are designed first and foremost for Undergraduate and Postgraduate full degree students, and not specifically for visiting non-degree students such as an exchange student. Therefore, it is very important that a new visiting non-degree student reads this orientation information document (the one you are reading now!) before reading the many relevant webpages across the College’s website. If you click on the “Exchange Students” TAB on the top horizontal menu at http://www.imperial.ac.uk/students/new-students/ you will be taken to a page where you can find a copy of this document.

See also: Week One Welcome Arrangements on pages 11-12.

How to Locate Imperial College

By the time you read this document you are likely to have already planned your journey to London. However, the following website provides helpful advice about the location of the campuses themselves and how to reach them: http://www.imperial.ac.uk/visit/campuses/

However, if you have been admitted as an undergraduate student and have or will have secured (accepted) accommodation in a College hall of residence then please also see your online accommodation induction (which will be emailed to you from 1 Sept if your application for accommodation is successful) for information regarding travelling arrangements to your hall of residence.

Most visiting students are taught on the South Kensington Campus.

Exceptions: some students studying life sciences or medical-related disciplines may find themselves taught (ordinarily undertaking projects) at other campuses:
- St Mary’s Campus in Paddington;
- Hammersmith Campus;
- Royal Brompton Campus in South Kensington;
- Charing Cross Campus in Baron’s Court;
- Chelsea & Westminster Campus in Chelsea;
- North West London Hospitals Campus (Northwick Park Hospital; St Mark’s Hospital) in Harrow;
- White City Campus;
- Silwood Park (Ascot - outside London to the west)

Unless you are told otherwise assume you will be hosted on the South Kensington Campus.
TERM DATES FOR 2019-20

Term 1 (Autumn Term): 28 September, 2019 to 13 December, 2019
Term 2 (Spring Term): 4 January, 2020 to 20 March, 2020
Term 3 (Summer Term): 25 April, 2020 to 26 June, 2020

Approved attendance by a visiting student can also include part or all of the period of 27 June, 2020 to 30 September, 2020.

New Visiting Students:
- Formal start date: Saturday 28 September 2019.
- Undergraduates (who have accepted offers of accommodation from Imperial) move into Halls of Residence: 28/29 Sept.

Important notes regarding the College’s Term Dates:
- The College does not operate a semester system.
- The summer term is typically focused on examinations and project work.
- The dates of study periods for students who are admitted to undertake a project can sometimes not mirror/match term-dates. Dates of attendance for projects are normally decided after consultation with the host supervisor.

WHERE TO ASK QUESTIONS AT IMPERIAL COLLEGE & OTHER COLLEGE LEVEL POINTS OF CONTACT

We hope that this document will answer most, if not all, questions/concerns you may have.

Further questions can be addressed to the points of contact referred to throughout this document. Always quote your 8-digit College Identifier Number (CID) in any email.

The principal “point of contact” for asking questions is our Student Hub which is a physical “office” which you can visit on the South Kensington Campus. It is located on Level 3 of the Sherfield Building and its opening hours are planned to be (possibly subject to change):

- **Up to Friday 20 September**: 09:30 to 17:00 Monday, Tuesday, Thursday & Friday, and 10:00 to 17:00 on Wednesday.
- **Saturday 21 and Sunday 22 September**: CLOSED
- **Monday 23 September to Thursday 26 September**: 09:00 – 18:00
- **Friday 27 September**: 09:00 to 17:00
- **Saturday 28 September**: 11:00 - 16:00
- **Sunday 29 September**: 10:30 – 16:30
- **Monday 30 September to Thursday 3 October**: 09:00 to 18:00
- **Friday 4 October**: 09:00 to 17:00
- **Saturday 5 October & Sunday 6 October**: CLOSED
- **From Monday 7 October**: 09:30 to 17:00 Monday, Tuesday, Thursday & Friday; & 10:00 – 17:00 on Wed.

The closing times are tightly controlled so try not to arrive when the Student Hub is due to close!! It is important that you have sufficient time to liaise properly with staff and them with you. The Student Hub can also be contacted by email at student.hub@imperial.ac.uk and by phone. For further details see [http://www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/)
OTHER COLLEGE LEVEL POINTS OF CONTACT:

- **Exchange Students: Mr Adrian Hawksworth**, Assistant Registrar for Placements (part of the Registry Team); Please feel free to email a.hawksworth@imperial.ac.uk or phone +44 (0)20 7594 8044 (internal extension 48044). Please leave a message if Adrian is not answering (office hours only). Adrian is the College’s Student Exchange Co-ordinator and Institutional (EU) Erasmus+ Key Action 1 Co-ordinator (Mobility of Higher Education Students). Adrian has been co-ordinating the College’s student exchanges for many years and is always happy to help with general queries and/or signpost students to other staff in the College who can help them with their concerns/questions.

- **All Students**: Our **International Student Support Team** (part of the Registry Team) supports all international students, including visiting students, with visa related queries. Their website [http://www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students) also contains practical advice for all “new” international students who are new to London and Imperial College.

- **All Students**: Our **Student Records Team** (part of the Registry Team) is responsible for the certification of documents, such as Certificates of Arrival; allocating official assessment results (grades/marks) to a student’s Student e-Service account; producing and sending official transcripts to students’ home institutions. Please see later section (Documents, pages 17-19) for information on how and when transcripts are produced and to whom they are sent.

- **All Students should note** a.) The Registry is responsible for student exchange links and not the College’s International Relations Office, b.) the person responsible for any exchange arrangements with your home university/college is Mr Adrian Hawksworth and c.) The International Student Support Team (which is part of the Registry Team) and the International Relations Office are separate Offices.

Naturally, you will normally only receive an answer to an email or a phone call during “office hours” but see a later section of this document (pages 10-11) for what to do in an emergency.

While you can also ask your host academic department relevant questions, we just ask you to be aware of the other college-level offices and people who may be able to answer a question more fully. See also the section entitled Your Host Academic Department (see pages 13-16).

ACCOMMODATION

**Undergraduate**

- Undergraduate exchange students who have been admitted for a full academic year and a.) had submitted the appropriate accommodation application to the Student Hub (for a place in a College hall of residence) by the 26 July and b.) had satisfied any formal conditions of [admission] entry by 23 August, will be notified about their room allocation from 2 September. VERY IMPORTANT!! Students are given 2 days to accept their offer of accommodation. If a student does not respond by the stated deadline their room will be reallocated. View your private email-box daily.
• All other undergraduate students who have applied for a room in a hall of residence are unlikely to be offered a room during September. However, keep an eye on your mailbox daily just in case because if you are offered a room you will have only two days to accept.

**Postgraduate**

• All postgraduate visiting students, including postgraduate exchange students are unable to apply for College halls of residence. See next section.

**Are you still looking for Accommodation?**

a.) Postgraduates and Undergraduates seeking Private Sector Accommodation:

• It is advisable to commence your search for private sector accommodation with the resources provided by the Student Hub and to consider arriving a few days in advance of your “start-date”.

• For up-to-date information on private sector accommodation options, view our HomeSolutions facility at: [http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation)

• Contact the Student Hub ([student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk)) for advice.

• Information on low-cost hostels in London (which may assist you if you are planning to arrive early) can be obtained from LHA (formally the London Hostel Association): [http://lhalondon.com/](http://lhalondon.com/) *(this is an external site and Imperial College is not responsible for its content)*.

b.) Undergraduates still seeking a room in a College Hall of Residence:

• All undergraduate students, including those who applied for but were unsuccessful in obtaining a room in a College hall of residence, may contact the Student Hub ([student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk) or +44 (0)207 594 9444) quoting your College Identifier (CID) Number and your start and end dates at Imperial College.

When you are physically in London, please note the opening times of the Student Hub on page 4. The closing times are tightly controlled so please do not arrive when the Student Hub is due to close!! It is important that you have enough time to liaise properly with staff and them with you.

**Accommodation during the 2020 Summer Vacation:** If the end date of your study period falls after the end of the College’s academic year (26 June, 2020), then an alternative source of accommodation for the period Saturday 27 June to Sunday 20 September, 2020 is Student Summer Vacation Accommodation administered by the Student Hub: [http://www.imperial.ac.uk/study/campus-life/accommodation/halls/summer-in-halls/](http://www.imperial.ac.uk/study/campus-life/accommodation/halls/summer-in-halls/). Please note that this type of accommodation cannot normally be applied for until spring 2020.
COLLEGE REGISTRATION (1): All students

All NEW visiting (non-degree) students register online using a personal Imperial College Student e-Service account.

If a student has not yet activated an account for Imperial College’s Student e-Service the College will inform them how to do this when they are prompted to enrol after 1 Sept.

Please note: Visiting students (exchange and non-exchange) are expected to have fulfilled any offer conditions (of admission) AND when not an EEA/Swiss national to have uploaded a copy of their passport/visa to the Imperial College Student e-Service before they can complete their on-line registration on Student e-Service.

How to register on-line:

- Log on to your Student e-Service account.
- Click on each TAB and check/complete relevant fields. Includes providing emergency contact details for a parent or relative; answering a question concerning disabilities; and very importantly uploading an acceptable (size/format) photo of yourself on the “Personal Details” tab. If you need to upload your visa/passport click on the subtab Passport/Visa within the Personal Details tab.
- Click on the “online registration” TAB; resolve any “errors” and then register/enrol
- Print “registration confirmation page”. We suggest printing or at least keeping an accessible electronic version in case you are asked to show it to staff at Imperial College.
- If you are not an EEA or Swiss national you should view the next section of this document on “in-person” registration.
- Please note that if you have been advised to obtain a Short-Term Study Visa on entry to the UK (certain nationalities only, and explicitly restricted to study periods of 6 months or less, with no right to take employment during a study period) then you must wait until your arrival in the London to upload your visa, complete your on-line registration and attend for “in-person” registration.

Outcomes of Registration

- Regulations for Students: By registering you are agreeing to abide by these regulations: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2019-20/Regulations-for-Students_1920.pdf
- Privacy Notices, including the Privacy Notice for Students: https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/
- Insurance: Registration as a student of the College means that you are covered by the College’s employer and public liability insurance policy while on campus, and off-campus should your host academic department require you to attend off-site teaching activities.

Technical Problems:

- If for any reason you are unable to register online (for example, you may experience technical problems, or you can not view the “online” registration tab) you may seek assistance at the Student Hub, Level 3, Sherfield Building, South Kensington Campus or by emailing registry.systems@imperial.ac.uk (remember: when contacting the Registry by email please provide your CID number and please be patient while awaiting a response).
- Perhaps you have forgotten your Student e-Service username/password details? If you have forgotten your password, then go to: https://www.imperial.ac.uk/ict/passwords/. However, if you still experience problems then please phone our ICT Service Desk on +44(0)2075949000 quoting your CID number.
COLLEGE REGISTRATION (2): In-Person Registration

This section is relevant to all non-EEA nationals, except Swiss nationals.

In addition to registering on-line in advance of arrival, non-EEA nationals are also required to register “in-person” with the College
(this is to satisfy UK Visa and Immigration requirements).

VERY IMPORTANT: Relevant students will receive an email communication from the College during September requiring them to book an appointment at College in the first week of term (or if they arrive in London early appointments are available in the week before the start of the academic year) where a student will be able to:

• Have their visa and passport checked and scanned in-person, while being also asked to confirm their registration again at Imperial College.
• (TIER 4 Visa Holders only) Collect their Biometric Residence Permit (BRP) (IF they have nominated to collect it from Imperial)
• Book an appointment to register with the police, if they need to (a student should refer to the conditions of their visa).

As a visiting (non-degree) student you should receive a departmental induction schedule (welcome timetable) from your host academic department by 23 September (see the later section on the Host Department, pages 13-16). A student should check their departmental induction schedule before booking an appointment, to ensure it doesn’t clash with any departmental activities. There will be plenty of appointment slots so please do not worry.

STUDENT ACCESS TO COMPUTER AND ON-LINE SERVICES (including email)

You will access College computer and on-line services using the same username & password that you use for Student e-Service. Please go to http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/ to ensure you are familiar with all aspects of student ICT provision.

• Imperial College Email address: You should be able to access your mailbox once you have registered (College registration) on Student e-Service. Please ensure you use your Imperial College mailbox for all College related correspondence. All important notifications from the College will be sent to your Imperial College mailbox. Check it daily.
• Virtual Learning Environments (VLE): Your host academic department will indicate what VLE is in use. Commonly, it is Blackboard or Panopto, but some departments may use other VLEs. Wait until you hear from your host academic department.
• File Storage Options; Library access; Printing/Copying/Scanning and much more.

If you are unsure of your password use the “reset your password” function on Student e-Service or call the ICT Service Desk on +44(0)2075949000, remembering to state your CID number. Password information cannot be given out over email for security reasons.

All queries/questions concerning computer accounts should be addressed to the ICT Service Desk (The physical location of the ICT Service Desk is the Central Library, South Kensington Campus).
COLLEGE ID CARDS

When completing pre-arrival on-line registration using Student e-Service you will be asked to upload a digital photo of yourself. This is very important.

If you complete pre-arrival on-line registration and upload a digital photo by Friday 27 September, your ID card will be available for collection as follows:

• from your College hall of residence on Saturday 28 September or Sunday 29 September if you are an undergraduate expecting to live in a College hall of residence. To note: if you are an undergraduate living in a College hall of residence and you are not given your ID card on either 28 or 29 September then the hall of residence will issue you with a temporary card for access to the hall of residence until you obtain your ID card (see further down).

OR

• (all other students) from your host academic department (normally on Monday 30 September or Tuesday 1 October) after attending a departmental safety talk. If unsure go to the relevant “Student” Office (e.g. Undergraduate Office; Education Office) in your host academic department.

However, if by Friday 27 September you did not complete pre-arrival on-line registration (i.e. you were unable to print/save your “registration confirmation page”) and/or upload a digital photo of yourself.

OR

your host academic department or hall of residence does not have your College ID card:

• GO TO the College ID Office (with a printed copy of your “registration confirmation page” from Student e-Service) on Monday 30 September. Your photo can be taken if you have not uploaded one to Student e-Service. Warning: Queues.

• The College ID Office is situated next to the HSBC Bank Cash Machine in the entrance lobby on Level 1, Sherfield Building, South Kensington Campus).

• College ID Office opening hours: Monday-Friday are 08:30 – 10:30; 12:00 – 14:00; 15:45 – 16:45.

• ID cards which are produced/issued during the period Monday 30 September to Friday 4 October will be distributed to students via their host academic department (via the relevant “Student Office” in your host academic department).

• To note: if you are an undergraduate living in a College hall of residence and your ID card is not available on either 28 or 29 Sept then the hall of residence will normally issue you with a temporary card for access to the hall of residence until you obtain your ID card. When your ID card has been issued remember to take it to your hall of residence office to check that hall “access” has been added to your ID card and to return the temporary card.

• ID cards produced from 7 October onwards can be collected from the ID office.
**Purpose of the College ID Card**

Your ID Card has **five** purposes and **must** always be carried with you whilst on campus:

1. ID for when it is requested by College staff;
2. Library Card (*see later section*) and Ethos (Sports Centre) Card (*subject to completing membership and induction: see later section*);
3. Swipe-card access to the campus buildings and halls of residence you have an entitlement to enter (*please note that access to most halls of residence is by this method, although some halls of residence provide a separate key or card*);
4. Enables you to pay the student payment rate (discounted rate) on purchases made at College managed shops and cafes (most importantly, on the South Kensington Campus, at the Junior Common Room and Queens Tower Restaurant): [http://www.imperial.ac.uk/food-and-drink](http://www.imperial.ac.uk/food-and-drink);
5. Finally, and **importantly**, the ID card acts as confirming your Imperial College (Students) Union membership (*see later section on page 21*).

**Complete advice on collecting your ID card** - including what to do if you lose your ID card or it is stolen - go to the UG or PG section (as appropriate) at: [http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/](http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/) or [http://www.imperial.ac.uk/students/new-students/postgraduates/arrivals-and-induction/](http://www.imperial.ac.uk/students/new-students/postgraduates/arrivals-and-induction/)

**Undergraduate or Postgraduate?**

For purposes of registration you are a “new undergraduate” unless “your registration confirmation page” from Student e-Service describes you as a postgraduate. This may be confusing to some visiting (non-degree) students who are used to a bachelor/masters/doctoral system in their home country. Therefore:

- If you are following a study plan comprised of courses/modules from the curriculum of a BSc/BEng or MSci/MEng or MBBS degree programme, then you are classified as an “undergraduate”.
- If you are undertaking a study plan based on a graduate-level MSc programme or you are undertaking a masters level project you would normally be classified as a “postgraduate”.
- If you are currently a PhD student at another university then naturally you will be classified as a postgraduate student.

If you think this will pose you any problems, please email [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

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**SAFETY, TAKING CARE OF POSSESSIONS & WHAT TO DO IN THE EVENT OF AN EMERGENCY OR INCIDENT**

**SAFETY**

All students who are new to the College are required (i.e. it’s compulsory, mandatory) to undertake a Safety Induction.

- For undergraduates living in a College hall of residence there will normally be a safety talk in the hall of residence when you first arrive, **followed by** a timetabled safety induction (in Week 1) in your host academic department.
- For all other students there will be a safety induction in their host academic department during Week 1.

**You may be required to attend further safety talks/briefings during your stay.**

If a student is undertaking a project or research period as their study period or as part of a study period (either from the start of their study period or commencing during their study period)
period) then the student should not commence their project or research period until they have completed all safety induction to the satisfaction of their host academic department.

Safety talks (safety processes) are very important. Do not delay attending a safety talk or completing, where necessary, any Safety Induction document.

TAKE CARE!

- Please ensure you always act responsibly, both on or off campus, whilst you are a student at Imperial College: [http://www.imperial.ac.uk/study/living-in-london/student-safety/](http://www.imperial.ac.uk/study/living-in-london/student-safety/)
- Always take care of your valuables, including whilst on campus: While this is obvious advice, please remember that the South Kensington Campus is an open (public) campus.
- Be “IT secure” as well: [http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/](http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/)

WHAT TO DO IN THE EVENT OF AN INCIDENT ON CAMPUS

It is important for you to know how to react if you need to respond to or report an emergency involving yourself or others on campus. Please review the Security Office website: [http://www.imperial.ac.uk/estates-facilities/security/](http://www.imperial.ac.uk/estates-facilities/security/)

For example:
- Your Safety Induction will cover how to respond to the fire alarm.
- The emergency phone number for the South Kensington Campus is 020 7589 1000. Emergency phone numbers for other campuses at: [http://www.imperial.ac.uk/estates-facilities/security/campus-emergency-contacts/](http://www.imperial.ac.uk/estates-facilities/security/campus-emergency-contacts/)

IMPORTANT: Please ensure your department has your mobile phone number recorded, and that your personal details (address; phone numbers etc.) are up-to-date on Student e-Service

WEEK ONE WELCOME ARRANGEMENTS

Read first the information which your host academic department will email you by 24 September. This will inform you as to which events you are already timetabled to attend, but also whether you have the time available to attend other College welcome week events. If you are an exchange student and you have not received these instructions from your host academic department by 23 September, please email Adrian Hawksworth a.hawksworth@imperial.ac.uk

BEWARE: While the College has a full programme of welcome week (week 1) events for NEW students (based on whether the student is an undergraduate or a postgraduate) the programme is designed first and foremost for new full-degree students. However, many elements of the welcome programme are also accessible to a new visiting/exchange student, e.g. The International Students Welcome Event on Sunday 29 September (see below); Discover Imperial on Monday 30 September; the massive Welcome Fair on Tuesday 1 October; Sports Trials on Wednesday 2 October. In contrast the “Provost’s Talks” to undergraduates on Monday 30 September are designed only for full-degree students.
Saturday 28 September / Sunday 29 September: If you are living in a College hall of residence an additional (and exciting!) welcome programme will be provided by the hall team.

Sunday 29 September: **International Students Welcome Events (optional):**
http://www.imperial.ac.uk/study/international-students/international-student-experience/international-welcome-event/
Welcome events for all new international students (organised by the International Student Support Team) will be held on Sunday 29 September on the South Kensington Campus:

- **Postgraduate Event** (visiting students with graduate level study plans) will begin at 11:00 in the Great Hall, Sherfield Building followed by an informal buffet lunch 12:00-13:00.
- **Undergraduate Event** will start at 14:00 in the Great Hall, Sherfield Building and finish with afternoon tea from 15:00 – 16:00.
- **The whole event is very informal.** Each event will include an introduction to College life and College personalities. *At a mini information fair* (on Level 1 and Level 2, Sherfield Building) you will be able to meet and talk to people who may be important to you during your time at the College, *for example*, the Centre for Academic English who provide free language courses (see page 19).
- It is also an opportunity to meet Adrian Hawksworth (Institutional Student Exchange Coordinator) and members of the Erasmus Club for further advice and help with orientation. Our Erasmus Club will send you a “welcome letter” before the end of September which will detail further events aimed at welcoming visiting students to the College. See later section (page 21) about the Imperial College Union (ICU).
- **All visiting (non-degree) students are very welcome to attend an International Students Welcome Event.** While attendance is not a compulsory we are sure it is a good opportunity to start making (valuable) connections.
- The event is especially useful for exchange students who are living in private accommodation and wish to touch base Adrian Hawksworth before Monday 30 September.

Monday 30 September:
- **All visiting students** should follow the instructions emailed to them by their host academic department. If you have not received these instructions by 23 September, please email a.hawksworth@imperial.ac.uk. If you are not living in a College hall of residence, then this is the first day you should be present on campus. See pages 13 - 16 about your Host Academic Dept.
- **Discover Imperial (11:30 to 4:30 Queens Tower Rooms, Sherfield Bldg, SK Campus):** Want to get to know Imperial and South Kensington better? Unsure about what services you can use for what? [http://www.imperial.ac.uk/students/new-students/welcome-week/i-connect/](http://www.imperial.ac.uk/students/new-students/welcome-week/i-connect/)

Tuesday 1 October: **Welcome Fair** (also called Freshers Fair)
- An exciting event introducing new students to sports/social/recreational clubs/activities.
- The event is held across the South Kensington campus from 11:00 to 16:00.
- We suggest you refer to [https://www.imperialcollegeunion.org/whats-on/listings/upcoming](https://www.imperialcollegeunion.org/whats-on/listings/upcoming) towards the end of September for details. Please also Imperial College Union (ICU) on page 21.
- While the Welcome Fair (1 October) will introduce the sports clubs, **Sports Trails** will take place on **Wednesday 2 October (pm)**
- Throughout the year, sports and other clubs often run Give it a Go events giving you the opportunity to try something new at any time.
YOUR HOST ACADEMIC DEPARTMENT

Imperial College London embodies and delivers world class scholarship, education and research in science, engineering, medicine and business, with particular regard to their application in industry, commerce and healthcare.

INFORMATION FROM YOUR DEPARTMENT PRIOR TO YOUR ARRIVAL

Please read the information which your host academic department will email you by 23 September. This will indicate which events you are timetabled to attend during the welcome week, but also whether you have the time available to attend other College welcome week events.

If you are an exchange student and you have not received these instructions from your host academic department by 23 September, please email Adrian Hawksworth a.hawksworth@imperial.ac.uk

THE PERSONS RESPONSIBLE FOR YOU IN YOUR HOST DEPARTMENT?

- **Undergraduate Exchange Students** (admitted as an “undergraduate”: see previous note on page 10): The Departmental Exchange Programme Coordinator in the host academic department is normally responsible for all aspects of an undergraduate exchange student’s stay in the host department. Please view the list of exchange co-ordinators at: http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities If you are unsure as to whom to contact in your host academic department email a.hawksworth@imperial.ac.uk

- **Postgraduate Exchange Students** (admitted as a “postgraduate”: see previous note on page 10): If you are unsure as to whom to contact in your host academic department then email a.hawksworth@imperial.ac.uk

- **All Exchange Students** should also read the information for student exchange partner universities at: http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/

- **Non-exchange visiting (non-degree) students** should normally contact the undergraduate or postgraduate students’ office (or equivalent) in their host academic department for guidance. However, most non-exchange students attend solely to undertake a project or a research period and therefore the person responsible for them is normally the project or research period supervisor.
DISCUSSING YOUR STUDY PLAN

- You will have, of course, attached a proposed study plan (learning agreement in the case of Erasmus study exchange students) to your formal on-line application to study at Imperial College London. **Your proposed study plan will have been evaluated as part of the admission process.**

- You are welcome to discuss your study plan with your host department in advance of arrival (especially if you are an Erasmus study exchange student and your home institution requires you to submit a signed learning agreement before your departure to London).

- However, for most new visiting (non-degree) students who accept admission and who plan to undertake courses/modules their study plan will be discussed in full and finalised upon arrival (and this process may take several weeks for some students). **This is normal.**

INDUCTION BY YOUR HOST DEPARTMENT

- All NEW visiting students (exchange & non-exchange) should be informed by their host department (study plans) or supervisor (project or research period) by 23 September as to what is expected of them on Monday 30 September (and preferably for the remainder of week one). **If you have not heard from your host department by 23 September please email a.hawksworth@imperial.ac.uk**

- Ordinarily, you will be required to undertake a departmental registration and to attend an **initial meeting** with either the Departmental Exchange Programme Co-ordinator (study plans) or your supervisor (project or research period). The departmental registration and initial meeting should take place during the first week of the academic year, most commonly on 30 September or 1 October. **If you have not heard from your host department about the date of your “initial meeting” please email a.hawksworth@imperial.ac.uk**

- At the **initial meeting** you will normally learn more about (if you have not received such information in advance of your arrival) how your host academic department manages the academic administration for your study period (e.g. course registration; timetables; exams; exam registration; exam timetabling; study facilities; intranet learning environments; intranet document facilities for course materials; procedures). Depending on how much of a conversation you had with the host department ahead of arrival you will normally also have an opportunity to discuss your proposed study plan and/or project/research in more detail with the department and/or project supervisor. However, in some departments with large cohorts (numbers) of exchange and non-exchange visiting students the initial meeting is a briefing meeting with general guidance which will be followed by an individual meeting between you and the department and/or project supervisor during the following days where you can discuss your own study plan or project.

- (if applicable) **Departmental Registration for Courses/Modules**: The process for registering for courses/modules (for the whole year or term by term) differs from department
to department. In some departments registration for courses/modules takes place before you arrive, and you will be contacted by the host academic department, however in most departments registration for courses/modules takes place after arrival. If you did not receive guidance from your host academic department on registering for courses/modules prior to your arrival at Imperial College you should expect to receive this guidance at the “initial meeting”. See also the point below regarding “assessment” and the general advice about accessing courses/modules (below).

- Please note that there is normally no teaching on Monday 30 September or Tuesday 1 October, and for most students teaching does not normally commence until either Thursday 3 October or Monday 7 October. However, in some departments teaching (usually master level content) might commence as early as Wednesday 2 October. It will depend on your study plan. Do not be afraid, for example, to attend a lecture in Week 1 if you think it is relevant even if you have not registered to take the course/module. The first lecture in a series is normally an introduction, and if you are asked to explain your presence we suggest that you state that you are a visiting/exchange student who is sampling a course prior to confirming with the department their participation. That will normally be enough.

- (if applicable) Assessment: If your study plan requires you to undertake examinations (and/or other forms of formal assessment, e.g. coursework) then the process for this should be explained to you by your host academic department. This level of detail is normally provided in a student handbook (hard copy or web-based) produced by the host academic department. The timetabling of examinations also differs from department to department (i.e. some students will be told this at the beginning of the year while others will be told at the appropriate moment during the academic year.) While the main examination season is the Summer Term other formal assessments and examinations may take place at other times (e.g. during a course; end of course/module; end of term).

ADDITIONAL ADVICE ABOUT ACCESSING COURSES
(sometimes “courses” are called “modules”):

(1) The majority of new visiting (non-degree) students will only take courses provided by the host academic department or where access to courses taught by other academic departments forms part of the host academic department’s curriculum (including undergraduate humanities and language courses taught by the Centre for Languages, Culture and Communication and undergraduate management courses taught by the Imperial College Business School).

(2) Please do not seek to take courses taught by other academic departments unless you have the approval of your host academic department, and in the case of exchange students, your home university. To repeat: it is very important that you do not approach other academic departments for access to courses unless you have the approval of your host academic department. Access to courses taught by other academic departments cannot be guaranteed. However, should you receive approval from your host academic department to approach another academic department (1) they (your host academic department) will normally expect you to arrange such access, and to be responsible for ensuring you meet the needs/demands of the “other” academic department and (2) The results/marks for examinations and other assessments for courses taught by “other” academic departments (i.e. other than your “host” department) need to be reported by the “other” academic department to your “host” academic department for
processing with your other exam results/assessments. **It would be your responsibility to ensure this happens.** Please note that we cannot guarantee that there will not be timetable clashes and examination clashes.

**ADDITIONAL ADVICE ABOUT PROJECTS AND RESEARCH PERIODS:**

(1) A student whose study plan will be a combination of courses, including project work would normally select or would be allocated a project from the host department’s curriculum. This means that Imperial College will assess and allocate a mark for your project regardless of any intention by your home university to mark a project report separately. **This is normal.**

(2) Visiting (non-degree) students whose study plan will just be a project or research period would normally pursue this on an “independent” basis (i.e. the project or research period is not part of the host department’s curriculum and would not be formally assessed). However, there are exceptions (for example, Department of Chemistry).

Therefore, **it is a student’s responsibility to discuss with their project or research period supervisor – in advance of a project or research period starting the extent, if any, that their home university are requesting the supervisor to contribute informally to any assessment by the home university. See also the advice (below) about learning agreements and transcripts.**

**MISCELLANEOUS INFORMATION:**

- **Student Space:** Provides “well-being” support for you as a member of our student community: [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/)

- In accordance with the College’s pastoral care (student welfare) system, **all visiting students** should expect to be allocated a personal tutor or a supervisor depending on the nature of their study period (courses, courses/project, project, research period). When you are introduced to your academic department at the “initial meeting” make sure you understand what support you have access to. The “personal tutor” for an exchange student is often, but not always, the department’s exchange programme co-ordinator.

- **English Language Support & Library Services:** see later sections.

- **Virtual Learning Environments:** Your host academic department will indicate what VLE is in use. Commonly, it is Blackboard or Panopto some departments use other VLEs. Your host academic department will advise you.

- **Changes to the dates of your study period (which may occur due to a change in your circumstances):** Discuss first with your host academic department. Your host academic department or project supervisor or research period supervisor should email any agreed change to your dates of attendance to student.records@imperial.ac.uk who will formally process the change. A project or research period supervisor should also ensure that they copy that email to the relevant student office in the host academic department. Exchange students should also discuss changes to dates of attendance with their home institution.
DOCUMENTS

**Statements of Attendance**: Statements of attendance can be requested from the College (Registry) Student Records team by emailing student.records@imperial.ac.uk quoting your College Identifier (CID) number: http://www.imperial.ac.uk/student-hub/our-services/student-records/

**Certificates of Arrival/Attendance**: A student who requires a certificate of arrival or a certificate of attendance to be completed, signed and stamped by Imperial College *(i.e. a form provided by a third party, such as their home university/college or a financial sponsor)* should take it to the Student Hub, where a member of the College (Registry) Student Records Team will assist. Ensure you have your College ID card with you.

**Learning Agreements for Studies** *(normally Erasmus Study Exchange Students only)*

- IF Part A *(old style learning agreement)* or BEFORE section *(new style learning agreement)* of your learning agreement has not been completed by the host academic department and returned to you prior to your arrival at Imperial College, you should speak to the Departmental Exchange Programme Co-ordinator in your host academic department to locate it. **It is quite common for this part of a learning agreement to be completed after you arrive.**

- **Learning Agreements normally only require to be signed by your host academic department** *(by the Departmental Exchange Programme Co-ordinator). However, if your particular learning agreement requires an institutional level signature then please note that you must ensure that your Part A *(old style learning agreement)* or BEFORE section *(new style learning agreement)* of your Learning Agreement is completed in full and has been signed by the Dept Exchange Programme Co-ordinator in your host academic department before you ask the College (Registry) Student Records team (Student Hub) to sign/stamp it.

- Use Part B *(old style learning agreement)* or the DURING section *(new style learning agreement)* as necessary during your study period, i.e. some students will not have to use this section of the learning agreement.

- Complete the AFTER section *(new style learning agreement only)* with the assistance of both your home and host Departmental Exchange Programme Co-ordinators at the end of your study period. The “AFTER” section is not a substitute for a transcript issued by Imperial College London *(see next section on transcripts).*

**Learning Agreements for Traineeships** *(normally Erasmus Traineeship students only)*

If you are mobile within the Erasmus Traineeship Scheme and are being hosted at Imperial College as a visiting (non-degree; non-exchange) student for an independent project or research period, then your host supervisor will normally be responsible for ensuring that your learning agreement is processed in your host department. Please address any questions to your supervisor.
Release of official marks/grades on Student e-Service AND the issuing of Transcripts

This section is divided into two parts (A & B).

(Part A) for students who have been formally assessed/examined by Imperial College (curriculum only)

A Transcript is an official document issued by Imperial College which lists a.) any formal assessments/examinations a student has undertaken, b.) records the marks achieved and c.) lists the ECTS credits awarded if the assessment has been undertaken successfully.

Please note that a transcript can only be issued once your official marks have been formally published by the Registry on your Student eService account (www.imperial.ac.uk/studenteservice).

Official marks for undergraduate courses/modules will not appear on Student e-Service until mid to late July or early August while for postgraduates it may be as late as October-November. Where an undergraduate has undertaken a purely postgraduate course/module we do try to release official marks as early as possible.

IMPORTANT – Exchange Students ONLY:

• The College’s Registry will send two hard (paper) copies of a transcript to an exchange student’s home institution. This action will be completed no later than the end of August 2020, unless the release of official marks has been delayed for some reason in which case the College will issue your transcript as soon as possible thereafter.

• One of the copies sent to your home university will be for your use, so you will not be able to request one directly from Imperial College.

• Please note that if you only attended the College in the autumn term your transcript will not be available until summer 2020.

• Please note that visiting exchange students cannot request a transcript via their Student e-Service account.

• A host department may be willing in exceptional circumstances to communicate marks - on an unofficial basis - to an exchange student's home institution at a date earlier than when they might be expected to be published on Student e-Service. Departments are normally willing to do this only to assist certain students who are due to start their next academic year (or who are due to graduate) shortly after leaving Imperial College and their home university need guidance on the student’s level of achievement. However, this is always at the discretion of the host academic department and neither an exchange student nor their home institution can demand it. Speak to the Dept Student Exchange Coordinator for guidance. Erasmus students should note that the “AFTER” section of the Learning Agreement for Studies is not a substitute for a transcript.
• Should a student fail an examination they should discuss it with the Dept Exchange Coordinator in the host academic department and their home institution. Imperial College does not guarantee to allow re-sits for exchange visiting students. A fee might apply.

IMPORTANT: **Non-exchange visiting students** who have undertaken formal assessments/examinations can obtain a transcript by emailing *(quoting their CID number)* student.records@imperial.ac.uk. Ordinarily, the transcript will be sent to you as a hard copy so please also confirm the postal address for it to be sent to when you email. If you wish a transcript to be sent to a “third party” you should also provide a postal address for the transcript to be sent. Please note that non-exchange visiting students cannot request a transcript via their Student e-Service account. Should a non-exchange visiting student fail an examination they should discuss it with the host academic department and their home institution. Imperial College does not guarantee to allow re-sits for non-exchange visiting students (and a fee might be payable if a re-sit is allowed).

**(Part B): Independent Projects and Research Periods (non-curriculum)**

• If you are attending Imperial College to only undertake an independent project or research period (i.e. a project or research period which is **not** a formal part of the College’s curriculum) then you would **not** be issued with a transcript. Instead, if you require a statement on your performance you should ask your independent project or research period supervisor to kindly provide you with one.

• If you are undertaking an independent project or research period (i.e. a project or research period which is **not** a formal part of the College’s curriculum) as part of a broader study plan (that includes courses) then you would **not** expect to have the outcome of your independent project or research period to appear on your transcript. Instead, if you require a statement on your performance you should ask your independent project or research period supervisor to kindly provide you with one.

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**ENGLISH LANGUAGE SUPPORT**

**Centre for Academic English**

• All visiting *(non-degree)* students can access the Centre for Academic English **free-of-charge**.

• Guidance available at: [http://www.imperial.ac.uk/academic-english/current-students/undergraduate/](http://www.imperial.ac.uk/academic-english/current-students/undergraduate/) & [http://www.imperial.ac.uk/academic-english/current-students/undergraduate/courses/](http://www.imperial.ac.uk/academic-english/current-students/undergraduate/courses/)

• The Centre for Academic English is accessed via Level 3, Sherfield Building, South Kensington Campus (access to the south of the Great Hall)

• General information on the Centre can be found at: [http://www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

• The Centre also has a language laboratory on the South Kensington Campus which is open to all students at specified times in the week.
Language Pairing

- The Centre for Language, Culture and Communication operates a **Language Pair Scheme**: [http://www.imperial.ac.uk/languages/language-pairs/](http://www.imperial.ac.uk/languages/language-pairs/)
- An alternative method of obtaining an informal language partner is to meet English-speaking students through the Erasmus Club, or just by making friends!!

LIBRARY FACILITIES

Completing library registration and undertaking orientation is normally organised by your host academic department.

You will need your College ID card, which acts as your “Library Card” to access library services.

For further details see [http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/library-and-it/](http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/library-and-it/)

DISABILITY ADVISORY SERVICE

If you have a disability you can raise any concerns/questions you may have with the College’s Disability Advisory Service on [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk) or Tel: 020 759 49755. See [www.imperial.ac.uk/disabilityadvisoryservice](http://www.imperial.ac.uk/disabilityadvisoryservice)

Each academic department has a Disability Officer: [http://www.imperial.ac.uk/disability-advisory-service/support/ddos/](http://www.imperial.ac.uk/disability-advisory-service/support/ddos/)

HEALTH CARE

If you are not a resident of the UK, you need to ensure you have appropriate health insurance cover for your stay in the UK and know how and where to access health care (including in an emergency).

- We suggest consulting the [webpages of the UK Council for International Student Affairs (UKCISA)](https://www.ukcisa.org.uk/Information--Advice/Study--Living-in-the-UK/Health-and-healthcare) (and, if applicable, any visa conditions or right of residency rules applicable to your personal circumstances).
- If you enter the UK on a TIER 4 (General) visa you will have had to pay (as part of the visa application) the Immigration Health Surcharge to meet the immigration requirement of having comprehensive sickness insurance (CSI). When resident as a student in the UK for more than 6 months on a TIER 4 visa you have access to the National Health Service.
(NHS) in the same way as a permanent UK resident, i.e. they will receive NHS care generally free of charge but may be charged for services a permanent resident would also pay for, such as dental treatment and prescription charges in England.

- If you are a student entering the UK on a Short-Term Study Visa you should possess comprehensive sickness insurance (CSI) and follow the instructions provided by your insurer when you need to access healthcare. The NHS function on a treat first, pay later basis in the case of an emergency admission to a hospital. However, always keep evidence of your health insurance on your person.

- If you are a national of a country within the EU/EEA or Switzerland, and will remain as a student in the UK for more than 3 months, you must possess a European Health Insurance Card (EHIC) in order to meet the requirement for having CSI and to gain access to the NHS described above: [http://www.imperial.ac.uk/study/international-students/visas-and-immigration/european-economic-area-eea--swiss-nationals/](http://www.imperial.ac.uk/study/international-students/visas-and-immigration/european-economic-area-eea--swiss-nationals/)

- If you are a national of a country within the EU/EEA or Switzerland and plan to be in the UK as a student for no more than 3 months, you should possess an EHIC. Such students should not assume they have access to the NHS as described above, and therefore we do suggest you have an appropriate travel insurance as well. Review the information on the UKCISA webpages.

- **Please note** that Travel Insurance will not always be an appropriate form of cover – for health purposes - when someone is living in another country for a prolonged period. However, a student who is diligent is ordinarily going to have purchased travel insurance for their travel to and from and for their stay in the UK.

- All students (regardless of their personal health insurance position) should check whether they are eligible to register at the College Health Centre. The Imperial College Health Centre will attend the International Students Welcome Events on Sunday 29 September.

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**IMPERIAL COLLEGE (STUDENTS) UNION**

Imperial College Union is the student body.

- As a registered student of Imperial College, you are automatically made a member of Imperial College Union.

- Your College ID card acts as confirmation of your Imperial College Union membership. Imperial College Union provide many services and resources (including the running of the Welcome Fair) for students.

- Please acquaint yourself with the location of the Union Offices and facilities. The Union is in Beit Quad on the South Kensington Campus (see [online maps](#)).
• View information on the Imperial College Union at [www.imperialcollegeunion.org/welcome-hub](http://www.imperialcollegeunion.org/welcome-hub). Includes information on the **Clubs and Societies** (including the Erasmus Club), **Welcome Fair** and **FELIX** (Felix is the Imperial College Union student newspaper: [www.felixonline.co.uk](http://www.felixonline.co.uk)).

• Imperial College Union also provides an Advice Centre for all students. This is helpful if you are living in private accommodation and need help with the legal side: [https://www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice). They provide other useful information, for example on exams: [https://www.imperialcollegeunion.org/advice/help-exams-icuhereforyou](https://www.imperialcollegeunion.org/advice/help-exams-icuhereforyou).

• **The WELCOME FAIR**: Tuesday 1 October. At this event all Imperial College Union Clubs & Societies (and much more) will be represented, including the Erasmus Club (see below). The event is held across the South Kensington campus from 11:00 to 16:00. We suggest that **towards the end of September** you refer to [https://www.imperialcollegeunion.org/whats-on/listings/upcoming](https://www.imperialcollegeunion.org/whats-on/listings/upcoming) for details.

• **Other Welcome Week Events and beyond!!!!!!!**: please view over the coming weeks: [https://www.imperialcollegeunion.org/whats-on/listings/upcoming](https://www.imperialcollegeunion.org/whats-on/listings/upcoming).

• **Our ERASMUS Club** (Erasmus Student Network: ESN) can be contacted via Facebook or emailed at erasmus@imperial.ac.uk The Club (a club of the Imperial College Union) is normally active throughout the year, although mostly during the first two terms (i.e. October until mid/late March). Ask the Erasmus Club to add your name to their email list (you can do this without taking out membership of the Club). You can sign up to the newsletter at the International Students Welcome Events (see pages 11-12) or at the Welcome Fair (see above). The Erasmus Club is run by our students, many of whom were studying abroad in 2018-19 or were at Imperial as exchange students in 2018-19 and have returned as graduate students. The club meets regularly, and stages a variety of visits, parties and events. However, to benefit from their events, you will need to take out membership of the Club. **All new exchange students will receive a welcome letter from the Erasmus Club during Sept 2019 with instructions as to how to become a member.**

**VARIOUS**

• **College Sports and Leisure Facilities**: [http://www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/). The College has a small sports centre called Ethos ([www.imperial.ac.uk/ethos](http://www.imperial.ac.uk/ethos)) located on the South Kensington Campus. Other sports and leisure facilities exist (check the website). Visiting Students can access these facilities in the same way as a full-degree student.

• **Places to Eat on Campus**: [http://www.imperial.ac.uk/food-and-drink/](http://www.imperial.ac.uk/food-and-drink/) & [https://www.imperialcollegeunion.org/food-drink](https://www.imperialcollegeunion.org/food-drink). Please remember that the campuses of Imperial College do not have any supermarkets or other mainstream shops, all of which can be found nearby in the local community.

• **Living in London**: [http://www.imperial.ac.uk/study/living-in-london](http://www.imperial.ac.uk/study/living-in-london)
TRAVELLING IN THE LONDON AREA

Within London, Public Transport (comprised of Buses, the Tube, ‘Overground’ Train services, South London Trams, National Rail Services, River Boat and Dockland Light Railway - DLR) is managed by Transport for London (TfL): [http://www.tfl.gov.uk](http://www.tfl.gov.uk). The TFL website is an external site and Imperial College is not responsible for its content.

Travel (and its cost) is based on Zones (on maps these display themselves as concentric circles from the centre – Zones 1 to 9) with normally increased cost when travelling within or through the central Zone, Zone 1).


- As soon as you arrive in London you are advised to obtain a regular ‘oyster’ card (pay as you go). This provides access to the cheapest single journey prices. For instructions please refer to the Transport for London website: [http://www.tfl.gov.uk](http://www.tfl.gov.uk). It is very easy and requires a small deposit which you can get back when you leave at the end of your stay in London.

- However, your daily Monday to Friday routine will determine whether you can save more money by purchasing a ‘travelcard’ or ‘season ticket’ (depending on the type of transport) for your daily journey.

- Therefore, if you are living in accommodation at a distance (i.e. a regular tube/bus/train journey away) from the Imperial College campus where you will be taught you may benefit from applying for an [18+ Student Oyster Photocard](http://www.tfl.gov.uk)'(The 18+ Student Oyster Photocard Discount Scheme is operated by Transport for London). The 18+ Student Oyster Photocard provides discounted travel (currently 30%) on an adult-rate (weekly/monthly) ‘travelcard’ or a ‘season ticket’ limited to bus/tram services. Information also via: [https://tfl.gov.uk/fares/free-and-discounted-travel?intcmp=54647](https://tfl.gov.uk/fares/free-and-discounted-travel?intcmp=54647)

- To be eligible for an 18+ Student Oyster Photocard you need to be a registered student at Imperial College on a full-time basis, living at a London address during term-time, for a minimum of 14 weeks.

- The [online application](http://www.tfl.gov.uk/fares/contactless-and-oyster-account) procedure for an 18+ Student Oyster Photocard will cost you £20. You must have a bank account (UK or non-UK). You must upload a photo of yourself. Apply as soon as you have enrolled on-line with Imperial College. Transport for London request the endorsement of Imperial College before your application is processed.


- However, if you are living within walking or cycling distance of the South Kensington Campus (i.e. your daily travel is not by public transport) it may not be cost-effective to purchase a “season” ticket, and therefore there is often no need to apply for a 18+ Student Oyster Photocard.

MAKING THE MOST OF YOUR TIME IN THE UNITED KINGDOM OF GREAT BRITAIN & NORTHERN IRELAND

Yes, that is the full title of the UK! There is so much to see and do in our lovely country, within and outside London. Make the most of the opportunity by exploring the activities provided by the many clubs and societies of the Imperial College Union, especially our Erasmus Club!!!!

Our International Student Support Team (in collaboration with the Imperial College Union) also offer a programme of activities, e.g. Day trips, Cosmopolitan Café
UK BANK ACCOUNTS

If you need to open a bank account in the UK, please review the information at: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/before-and-after-arrival/ (scroll down)

This information is relevant whether you required a visa to enter the UK or not.

There is a branch of the Santander Bank on the South Kensington Campus.

COUNCIL TAX

Council Tax is a local tax set by local government to help pay for local services like policing and refuse collection. It applies to all domestic properties.

Students living in College halls of residence are automatically exempt from paying Council Tax.

Students living in other forms of accommodation should read: http://www.imperial.ac.uk/student-hub/our-services/student-records/

The Student Hub can also assist with general Council Tax queries/questions.

MOBILE PHONES

Watch out for any offers at the Welcome Fair.