Orientation Information for New Visiting (non-degree) Students

- **Exchange**, including Erasmus Study Exchange
- **Non-Exchange**, including Erasmus Traineeships

Study Periods commencing during the period 9 October, 2017 to 21 September, 2018

Issued by Imperial College Registry, Level 3, Sherfield Building, South Kensington Campus

Visiting (non-degree) students:
- Mainly attend Imperial College as part of their studies at another institution of higher education, either in the UK or abroad;
- However, some individuals are not registered at another institution of higher education at the time of their stay at Imperial College.
- Sometimes we refer to visiting students as “occasional” students.

Whatever your reason for being admitted to Imperial College London as a visiting (non-degree) student we hope that your stay with us in London will be both enjoyable and successful.

**Most visiting students are hosted on the South Kensington Campus.**

However, some students in life science and medical-related disciplines may find themselves hosted (ordinarily undertaking projects or research periods) at other campuses:

| St Mary’s Campus in Paddington | Chelsea & Westminster Campus in Chelsea |
| Hammersmith Campus | North West London Hospitals Campus (Northwick Park Hospital; St Mark’s Hospital) in Harrow |
| Royal Brompton Campus in South Kensington | Silwood Park (Ascot - outside London) |
| Charing Cross Campus in Baron’s Court |

Please read the information provided in this document, and refer to the web pages referred to throughout. As a student at Imperial College London it is your responsibility to inform yourself and to ask any questions. We have highlighted particularly important actions and sections in yellow, however, you should read it the whole document and refer to it throughout your time at Imperial College.

This document is produced to help you (a visiting non-degree student, sometimes an exchange student) (1) to make sense of all the information that is available on the College’s webpages 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.

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1 Bachelor and Master level Erasmus Trainees are also hosted by the College’s Undergraduate Research Opportunities Programme (UROP is limited to those students who did not require a visa for entry to the UK in order to undertake their research period)
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UNDERSTANDING THE COLLEGE’S WEBPAGES, and other communications which you might be sent automatically by the College

(1) **Auto-Email from Imperial College**: As you are due to arrive during the College’s academic year, the College will email you (auto email) about on-line registration c.28 days before your intended start date. See later section about pre-arrival on-line registration.

(2) **NEW STUDENTS WEBSITE**: [http://www.imperial.ac.uk/students/new-students/](http://www.imperial.ac.uk/students/new-students/)

However, please note that the NEW STUDENT webpages are designed first and foremost for Undergraduate and Postgraduate full degree students, and not specifically for visiting non-degree students especially when they commence within the period 09/10/2017 to 21/09/2018.

Therefore, it is very important that a new visiting student reads this orientation information document (the one you are reading now!!) before reading the many relevant webpages across the College’s website.

SEE ALSO: Welcome Arrangements

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**HOW TO LOCATE IMPERIAL COLLEGE**

By the time you read this document you will have presumably 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/](http://www.imperial.ac.uk/visit/campuses/)

*However, if* you have been admitted as an **undergraduate student** and have secured (accepted) accommodation in a College hall of residence then please also see your **online accommodation induction** (which will be communicated to a student once they have accepted the offer of a room) for information regarding travelling arrangements to your hall of residence.

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**WHERE TO ASK QUESTIONS AT IMPERIAL COLLEGE**

We hope that this information sheet will answer most, if not all, questions and concerns you may have.

Further questions can be addressed to the people or sections 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 normal opening hours are: 09:30 to 17:00 Monday, Tuesday, Thursday & Friday; and 10:00 – 17:00 on Wednesday.

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/

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 (European Union) Erasmus+ Key Action 1 Co-ordinator (Mobility of Higher Education Students). Adrian has been co-ordinating the College’s student exchanges for over 20 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/queries.

- **All Students**: Our International Student Support (ISS) Team (part of the Registry Team) is here to support all international students, including visiting students, especially with visa related queries. Their website is at: http://www.imperial.ac.uk/study/international-students/ The ISS website 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) are responsible for certification, including communicating any official exam results (grades/marks) you might obtain while at Imperial to your home institution. Please see later section on Documents.

- **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 only receive an answer during “office hours”, but see a later section of this document for what to do in an emergency.

Of course, once you are in contact with your host academic department you can also ask them relevant questions. However, we just ask you to be aware of the other college-level offices and people who may be able to answer a particular question more fully. See section entitled Your Host Academic Department.
ACCOMMODATION

Are you still looking for Accommodation?

a.) Postgraduates and Undergraduates seeking Private Sector Accommodation:

- 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/

- Contact the Student Hub (accommodation@imperial.ac.uk) for advice.

- 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”. Information on low-cost hostels in London can be obtained from the London Hostel Association: http://lhalondon.com/ (this is an external site and Imperial College is not responsible for its content)

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

- All undergraduate students can view up-to-date news on current vacancies at: http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/

- For enquiries contact the Student Hub (accommodation@imperial.ac.uk) quoting your College Identifier (CID) Number and the start and end dates of your study or research period at Imperial College.

c.) Postgraduate Halls of Residence (managed by Imperial College London): Postgraduate visiting students, including postgraduate exchange students, are unable to apply for undergraduate College halls of residence. However, postgraduate options managed by Imperial College do exist at a.) our (non-London) Silwood Park Campus and b.) within London: http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/

Please note the opening times of the Student Hub. 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.

Undergraduate accommodation during the 2018 Summer Vacation: If the end date of your study period falls after the end of the College’s academic year (29/6/2018), then an alternative source of accommodation for the period July to September [2018] is Student Summer Vacation Accommodation administered by the Student Hub: http://www.imperial.ac.uk/study/campus-life/accommodation/halls/summer-in-halls/
COLLEGE REGISTRATION (1): All students

Please note: Visiting students (exchange and non-exchange) are expected to have fulfilled any admission requirements before they can register/enrol. Queries to the relevant Registry Admissions Team (see your Student e-Service account).

Once you have completed all admission requirements you should be able to (within the 4 week period prior to your planned start date) undertake pre-arrival on-line registration (you should receive an email prompt from Imperial College).

- **How to register on-line:** Logon to your Student e-Service account and click on the “online registration” tab. **Once you have completed any requests** *(this may include providing emergency contact details for a parent or relative; answering a question concerning disabilities; uploading copies of your passport or visa; uploading a photo of yourself)* you will be able to complete your online registration and be able to print off confirmation of your registration ("registration confirmation page").

- Students requiring a visa to enter the UK for the purpose of undertaking their study period at Imperial College will not be able to register on-line until they have obtained their visa.

**IMPORTANT:** If you happen to be a student who is planning on obtaining a Short-Term Study Visa on entry to the UK (explicitly restricted to study periods of 6 months or less, with no right to take employment during a study period; certain nationalities only) then you can wait until your arrival in the London to upload your visa and complete your on-line registration.

- **Regulations for Students:** By registering you are agreeing to abide by these regulations: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

- **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 when registering:**

- **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 (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 use the "forgot your password?" link on Student e-Service to re-set it on-line. **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, excepting Swiss nationals. Such students are required to register “in-person” with the College.

VERY IMPORTANT: Relevant students should receive an email communication from the College prior to their arrival with further instructions about attending for “in-person (at College) registration” upon arrival (this is to satisfy UK government Visa and Immigration requirements).

If this is relevant to you (and especially if you do not receive an email from the College about in-person registration prior to your departure from your home country), you can email visacompliance@imperial.ac.uk for further guidance (quote your 8 digit CID number).

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

As a user of Student e-Service you should find that your ICT account is already activated. 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.

You will access your ICT account using the same username & password that you use for Student e-Service. 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. Password information cannot be given out over email for security reasons.

Mailbox: You should be able to access your mailbox once you have registered (College registration) on 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. Please check your mailbox daily.

All queries/questions concerning computer accounts should be addressed to the ICT Service Desk (the service desk is located in the Central Library, South Kensington Campus).

COLLEGE ID CARDS

When you register on-line using Student e-Service you will be asked to upload a photo of yourself. This is very important.

On your first day at Imperial College your host academic department should require you to undertake a Day 1 Safety Induction (see page 9). Once you have completed your Safety Induction you should then GO TO the College ID Office (with your “registration
confirmation page” from Student e-Service) on Level 1, Sherfield Building, South Kensington Campus. The normal opening hours of the College ID Office are Monday-Friday are 08:30 – 10:30; 12:00 – 14:00; 15:45 – 16:45.

**Purpose of the College ID Card**
The ID Card has **five** purposes and **must** be carried with you at all times whilst on campus:
1. ID for when it is requested by College staff;
2. Library Card (see later section) and Sports Centre Card (subject to completing induction: see later section)
3. Swipe-card access to the buildings you have an entitlement to enter (please note that access to some undergraduate halls of residence is also by use of the College ID card, although some undergraduate halls of residence provide a separate key or card);
4. enables you to pay the student discount 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 very importantly, the ID card acts as your Imperial College (Students) Union membership card (see later section).

**For complete advice on ID cards** - 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 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 records@imperial.ac.uk

Orientation Info for Visiting (non-degree) Students commencing at times other than the start of the academic year (Oct 2017: Issued by Registry, Imperial College London)
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 will be required to undertake a Safety Induction. Your host academic department should undertake this induction on Day 1 and is ordinarily required to have been completed before you can obtain your College ID Card.

You might be required to attend further safety talks/briefings during your stay at Imperial College. If a student is undertaking a project or research period as their entire study period or as part of a study period (either from the start of their study period or commencing during their study 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 act responsibly at all times, both on or off campus, whilst you are a student at Imperial College. You have a responsibility to show a duty of care to those around you at all times: [http://www.imperial.ac.uk/study/living-in-london/student-safety/](http://www.imperial.ac.uk/study/living-in-london/student-safety/)

- Take care of your valuables at all times, 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/new-to-imperial/students/](http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/)

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.
WELCOME ARRANGEMENTS

Please note that there are normally no College-Level welcome arrangements (i.e. in-person orientation) for visiting (non-degree) students who commence during the academic year.

Day 1 (in the host academic department): All visiting students should follow the instructions provided by their host academic department. If you have not received these instructions please email a.hawksworth@imperial.ac.uk for advice.

See also: Imperial College Union (later section)

YOUR HOST ACADEMIC DEPARTMENT: INDUCTION, DISCUSSING STUDY PLANS, ETC

It is assumed that a correspondence has taken place between you and the host academic department (including, for exchange students, the exchange co-ordinator at the student’s home institution) in advance of your arrival to ascertain the provisional content of your study plan.

- For many visiting students the study plan will be a project or a research period.
- For some exchange students the study plan will comprise attendance on courses, including examinations/assessments, and the study plan will normally be finalised upon arrival.

Who is responsible for you?

- **Undergraduate Exchange Students** (admitted as an “undergraduate”: see previous note on page 8): The Departmental Exchange Programme Coordinator 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](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 8): If you are unsure as to whom is responsible for you 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/](http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/)

- **Non-exchange visiting (non-degree) students** normally attend to undertake a project or a research period and therefore the person responsible for them is the project or research period supervisor. If you are unsure contact the undergraduate or postgraduate students’ office (or equivalent) in their host academic department for guidance.
Induction by your Host Department

- All NEW visiting students (exchange & non-exchange) should be informed by their host department (study plans) or supervisor (projects) ahead of their arrival as to what is expected of them on their first day (and preferably for the remainder of week 1). 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 for a project or research period. The departmental registration and initial meeting should take place during the first week of the study period.

- At the initial meeting you will normally have the opportunity to discuss your proposed study plan and/or project/research in more detail with the department and/or project supervisor. You will normally learn more about (if you have not received such information in advance of your arrival) how your host academic department manages any academic administration around your attendance (as relevant to your study plan: course registration; timetables; exams; intranet learning environments; intranet document facilities for course materials; procedures etc etc).

- If applicable) Departmental Registration for Courses: The process for registering for courses differs from department to department. Therefore, if you have not already received this guidance from your host academic department prior to your arrival at Imperial College, and perhaps already registered for some courses, you should expect to receive this guidance at the “initial meeting”. See also the general advice about accessing courses (below).

- If applicable) Assessment: If your study plan requires you to undertake examinations (and/or other forms of formal assessment) then the process for this should be explained to you by the host academic department. This detail is normally provided in a student handbook (hard copy or web-based). The timetabling of examinations differs from department to department, but you should expect to receive a timetable at the appropriate moment during the academic year.

Additional Advice about Accessing Courses:

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. Access to such courses cannot be guaranteed. 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. 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. Exam results 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.

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 be just 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). Therefore, it is the student’s responsibility to discuss with their project or research period supervisor – in advance of the project or research period starting – the extent, if any, that their home university are requesting that the supervisor contribute informally to any assessment by their home university of the project. You should have agreement with the supervisor before proceeding with the project or research period. Also see the later advice about learning agreements and transcripts (below).

Also:

- **Changes to the dates of study periods**: You must ensure that your host academic department or project supervisor or research period supervisor emails records@imperial.ac.uk to request the change. A project or research period supervisor should always copy the email to the relevant student office in the host academic department.

- 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.

- **Student Space**: 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. We provide support for you as a member of our student community: [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/)

- **English Language Support** (Centre for Academic English): see the later section.

- **Library services**: see the later section.
**DOCUMENTS**

**Statements of Attendance**: Statements of attendance can be requested from the College (Registry) Student Records team by emailing records@imperial.ac.uk quoting your College Identifier (CID) number: [http://www.imperial.ac.uk/student-hub/our-services/student-records/](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 (i.e. a form they have been provided with by a third party, such as their Erasmus co-ordinator at their home university) to be completed, signed and stamped should take it to the Student Hub, where a member of the College (Registry) Student Records team will be able to assist you. 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 order to locate it. It is quite common for this part of a learning agreement to be completed when you arrive.

- Learning Agreements normally only require to be signed by your host academic department (by 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 Departmental Exchange Programme Co-ordinator before you ask the College (Registry) Student Records team 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.

- 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.

**Transcripts** *(for students who have been assessed/examined by Imperial College (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/studentservice](http://www.imperial.ac.uk/studentservice)) For undergraduate students this will not be until late July or early August and for postgraduates it may not be until October-November.

- **IMPORTANT** – Exchange Students ONLY: The College’s Registry will send two hard copies of a transcript to an exchange student’s home university. This action will be
undertaken in the second half of August 2018 or as soon as possible thereafter depending on when your official marks have been processed by the College. 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.

- **Non-exchange visiting students can obtain a transcript by emailing 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 visiting (exchange and non-exchange) students cannot request a transcript via their Student e-Service account.

- Your host academic department may be willing in exceptional circumstances to communicate marks - on an unofficial basis - to your home university 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 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 a visiting (non-degree) student cannot demand it. Speak to the Departmental Student Exchange Coordinator for guidance.

- Please note that the College does not process ECTS-model transcripts which some partner universities issue their students with.

(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 written 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 written statement on your performance you should ask your independent project or research period supervisor to kindly provide you with one.

**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 non-exchange visiting (non-degree) 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. Questions to your supervisor.
ENGLISH LANGUAGE SUPPORT

Centre for Academic English

- All visiting (non-degree) students can access the Centre for Academic English free-of-charge. A visiting (non-degree) student who commences their study period at Imperial College during the academic year should note that the Centre for Academic English normally only operate courses on a termly basis, i.e. if you arrive part-way through one of our academic terms you may need to wait until the start of the next academic term to commence a course.

- 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 can be found at: 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/

- 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

Your College ID card acts as your “Library Card” to access library services.

For completing library registration and undertaking library orientation see: 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/worries you may have with the College’s Disability Advisory Service on disabilities@imperial.ac.uk or Tel: 020 759 49755. See www.imperial.ac.uk/disabilityadvisoryservice

HEALTH CARE (for non-UK residents)

- Consult the webpages of the UK Council for International Student Affairs (UKCISA) (and, if applicable, any visa conditions or right of residency rules) to check if a.) you ought to have comprehensive sickness insurance prior to arrival in the UK and b.) whether you are eligible to register at the College NHS Health Centre. NHS stands for National Health Service, and you should not assume you have automatic access to it. Review the information on the UKCISA webpages.

- Students from the European Union, Iceland, Norway, Liechtenstein and Switzerland should also refer to: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/european-economic-area-eea--swiss-nationals/

- Consider registering with a General Practitioner (a Doctor): start here: http://www.imperialcollegehealthcentre.co.uk/new-patients/imperial-college/ and (very useful) http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor/

IMPERIAL COLLEGE (STUDENTS) UNION: ICU

- ICU is the student body.

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

- Your College ID card acts as your ICU membership card. ICU provide many services and resources for students and you are advised to acquaint yourself with the location of the Union Offices and facilities. The Union is located in Beit Quad on the South Kensington Campus (see online maps).

- View information on the Imperial College Union at www.imperialcollegeunion.org. Includes information on the Clubs and Societies (including the Erasmus Club) and FELIX (the ICU student newspaper: so that you know what is happening). In January the ICU normally stages a small re-freshers fair for students who still want to get involved in activities.
Our ERASMUS Club (affiliated to the Erasmus Student Network) 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 (October until mid/late March) due to the examination period in the summer term. Ask the Erasmus Club to add your name to their email news-list. The Club is run by our students, many of whom were studying abroad in 2016-17. The club meets regularly, and stages a variety of visits and events.

VARIOUS

- **College Sports and Leisure Facilities**: [http://www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/)
- **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 (for those students new to London)

- You are advised to obtain a regular oyster card as soon as you arrive in London so you can benefit from 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). The TFL website is an external site and Imperial College is not responsible for its content.
- Those of you who have found accommodation at a distance from the campus (where you will be taught) may also be interested in the **18+ Student Oyster Photocard Discount Scheme (operated by Transport for London)** for discounted travel on adult-rate period (season) tickets for weekly/monthly/annual travel on the tube (underground), some railway services within London and bus/tram services. The **online application** procedure requires you to pay a fee (£20), have a bank account (UK and non-UK are acceptable) and a photo which you can upload. Any application you submit will not be processed by Transport for London until after you have registered as a student of the College. [http://www.imperial.ac.uk/student-records-and-data/for-current-students/student-travel-discounts/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/student-travel-discounts/)
- **IMPORTANT**: Please note that to be eligible to apply for the Transport for London Photocard scheme, 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.
- You are also advised to familiarise yourself with the Transport for London website: [http://www.tfl.gov.uk](http://www.tfl.gov.uk)
- If you are living within a reasonable and safe walking or cycling distance of your host campus you will probably not require weekly/monthly/annual travel cards.
- The TFL website is an external site and Imperial College is not responsible for its content.
- You can also email the Student Hub for advice [student.hub@imperial.ac.uk]

Students from abroad: 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. Saturday trips, Cosmopolitan Café and Discover London.

UK BANK ACCOUNTS (for non-UK students)

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/

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. However, students living in Imperial 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.