

## Orientation Information for New Visiting (non-degree) Students

### Exchange, including Erasmus Study Exchange & Non-Exchange, including Erasmus Traineeships

Study Periods commencing during the period 8 October 2019 to 25 September 2020

This document is produced 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 will be both enjoyable and successful.

**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 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.*

**Please note: 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/>

**Please note: Student e-Service** is the portal which students use when registering/enrolling with Imperial College (i.e. post-admission) **and** to manage certain personal information they share with Imperial College. **Please note that Student e-Service is due to be replaced during the 2019-20 academic year with a new portal called MyImperial. However, this document only refers to Student e-Service.** New guidance will be issued when the change of portals occurs.

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## **UNDERSTANDING THE COLLEGE 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. Check your spam folders in case such an email gets filtered. See also the later section about pre-arrival on-line registration.

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

However, please note that our 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 08/10/2019 to 25/09/2020.

**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.**

## **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/>

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

### 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 only to undertake projects 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 or erpid) 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): 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](mailto: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](mailto: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>) 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 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 14-17) 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 9-10) 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 question more fully. See section entitled Your Host Academic Department (see pages 11-14).

## ACCOMMODATION

### 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](http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/) options, view our HomeSolutions facility at : <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/> (*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 5949444) 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 July 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/> . 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 should register/enrol online using a personal Imperial College Student e-Service account**

(please ensure you review the "note" on page 1 of this document):

You will receive an email prompt to indicate that registration is open (*normally c.28 days before your planned start date*), i.e. you can normally undertake registration in advance of arrival at Imperial College. **Keep a daily eye on your email-box.**

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.

**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 a 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](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, Sheffield Building, South Kensington Campus or by emailing [registry.systems@imperial.ac.uk](mailto: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 the weeks before their scheduled start date requiring them to book an appointment at College in the first week of term 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 (*see the later section on the Host Department, pages 11-14*). A student should check their departmental induction schedule before booking an appointment, to ensure it doesn’t clash with any departmental activities.

## 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.**

- **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

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 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 Rooms Restaurant): <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 19).

**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/> or <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)

## **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*) 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/>
- 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/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/>

### **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/>

**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**

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](mailto:a.hawksworth@imperial.ac.uk) for advice.

See also: Imperial College Union (later section)

## 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 should email you prior to your planned arrival.**

If you are an exchange student and you have not received these instructions from your host academic department, please email Adrian Hawksworth [a.hawksworth@imperial.ac.uk](mailto: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 9): 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](mailto:a.hawksworth@imperial.ac.uk)
- Postgraduate Exchange Students (admitted as a “postgraduate”: see previous note on page 9): If you are unsure as to whom to contact in your host academic department then email [a.hawksworth@imperial.ac.uk](mailto: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. **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) ahead of their arrival as to what is expected of them on their first day.
- 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 study period. *Please also see Safety Inductions on Page 9.*
- 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.**
- (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).
- (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. 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 consist of 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.*

## MISCELLANENOUS INFORMATION:

- **Student Support Zone:** Provides “well-being” support for you as a member of our student community: <https://www.imperial.ac.uk/student-support-zone/>
- 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, Blackboard Learn is the virtual learning environment that we provide for staff and students to teach courses and store learning materials online. Your lecturers will use Panopto to record lectures and presentations which you can then access as part of your studies. 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](mailto: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](mailto: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.**

**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](mailto: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.

## ENGLISH LANGUAGE SUPPORT

### Centre for Academic English

- All visiting (non-degree) students can access the Centre for Academic English **free-of-charge**, except if a course leads to a qualification.
- Guidance available at: <http://www.imperial.ac.uk/academic-english/undergraduate-and-exchange-students/>
- 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>
- 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

**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/>

## 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/>

## 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 \(UKCISA\)](#) (and, if applicable, any visa conditions or right of residency rules applicable to your personal circumstances). UKCISA link: <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>
- 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/>
- 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](#).

## 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 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>. They provide other useful information, for example: <https://www.imperialcollegeunion.org/advice/exams-help-icuhereforyou>
- **Our ERASMUS Club (Erasmus Student Network: ESN)** can be contacted via [Facebook](#) or emailed at [erasmus@imperial.ac.uk](mailto: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*). The Erasmus Club is run by our students, many of whom have studied abroad 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.

## VARIOUS

- **College Sports and Leisure Facilities** : <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/> & <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>

## 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>. 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).

- Ahead of arrival, you can set up an oyster or contactless payment account: <https://tfl.gov.uk/fares/contactless-and-oyster-account?intcmp=54644>
- 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>. 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** (*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>
- 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** 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.

- Further advice available: <http://www.imperial.ac.uk/student-records-and-data/for-current-students/student-travel-discounts/>
- **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.

**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/>

**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.