

Imperial College London

Faculty of Engineering
Department of Electrical and
Electronic Engineering

EEE MSc Programmes:

- Analogue & Digital Integrated Circuit
- Design Applied Machine Learning
- Communications & Signal Processing
- Control and Optimisation
- Future Power Networks

Student Handbook

2021-22

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Welcome to the College

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

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

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

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

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 5 for more information.

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

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



Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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



www.imperial.ac.uk/students/our-principles

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

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

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

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

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

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

The Graduate School

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

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

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

'Masterclass' professional skills courses


You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:


 www.imperial.ac.uk/study/pg/graduate-school/students/masters/

All courses can be booked online.



Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 graduate.school@imperial.ac.uk

 www.imperial.ac.uk/graduate-school

1. Introduction to the Department

Welcome from Head of Department



Dear MSc Student,

Welcome, and congratulations on obtaining a place in the Department of Electrical and Electronic Engineering at Imperial College! I join all my colleagues in wishing you every success in your studies over the coming year.

The information attached is intended to give you an outline of what to expect during your studies here: the lecture programme and assessment criteria of the MSc programme that you will be expected to follow; information on the resources available to help you to achieve your objectives; and a description of our responsibilities to you as the provider of resources and academic supervision. There is also a section on the welfare and pastoral support services that you can turn to in the event of personal or academic difficulty.

There will be an opportunity to discuss this in more detail with your Course Director during the Welcome week, and also at an individual interview to be arranged for you later in the term with your Personal Tutor. In the meantime, may I welcome you to what I hope you will find to be a fascinating and rewarding programme, in a supportive and thriving academic community.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'E. Yeatman', written in a cursive style.

Professor Eric Yeatman
Head of Department

Eric Yeatman FEng, FIEEE
Professor of Micro Engineering, Head of Department
e.yeatman@imperial.ac.uk
<http://www.imperial.ac.uk/people/e.yeatman>







Academic and Administrative staff

Key postgraduate contacts, including your MSc course administrator, can be found [here](#).

Director of Postgraduate Studies



-  Prof Pier Luigi Dragotti
-  814, Electrical Engineering, South Kensington Campus
-  +44 (0)20 7594 6192
-  p.dragotti@imperial.ac.uk

Postgraduate Manager



-  Lina Brazinskaite
-  607, Electrical Engineering, South Kensington Campus
-  +44 (0)20 7594 6195
-  l.brazinskaite@imperial.ac.uk





Postgraduate Tutor



-  Dr Imad Jaimoukha
-  1113, Electrical Engineering, South Kensington Campus
-  +44 (0)20 7594 6279
-  i.Jaimoukha@imperial.ac.uk

Student Wellbeing Advisor



-  Kelly Greenwood
-  608a, Electrical Engineering, South Kensington Campus
-  +44 (0)20 7594 6195
-  k.greenwood@imperial.ac.uk

English language requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:

 www.imperial.ac.uk/study/pg/apply/requirements/english

Welcome Season timetable

There's lots of things to get involved in during your first week at Imperial – from learning about central services supporting you during your time here to your Welcome Fair of clubs and societies, we hope you can have the perfect calendar of events for your interests! These events are available to all postgraduate students. [Please click here.](#)

Your academic timetable will be sent to you by the department.

Attendance and absence

You must inform your Senior Postgraduate Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you are ill and miss an assessment deadline (this could be an examination, presentation or a coursework submission) you will need to make a claim for mitigating circumstances within 10 working days of the deadline. Please see the section on mitigation below.

Information about how the department will monitor attendance can be found [here](#).

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

Key dates 2021–22

Term dates

Autumn term:	2 October 2021 - 17 December 2021
Spring term:	8 January 2022 - 25 March 2022
Summer term:	30 April 2022 - 1 July 2022

Closure dates

Christmas/New year:	24 December 2021 - 1 January 2022 (College reopens on 4 January 2022)
Easter Holiday:	13 April 2022 – 19 April 2022 (College reopens on 20 April 2022)
Early May Bank Holiday:	2 May 2022
Spring Bank Holiday:	2 June 2022
Platinum Jubilee Bank Holiday	3 June 2022

Summer Bank Holiday: 29 August 2022

Key events

Great Exhibition Road Festival: TBC

The compulsory Online Plagiarism Awareness Course for Master Students must be completed by the 31st October 2021.

Examinations: Examinations run during the last two weeks of Autumn and Spring term.

The main work on your individual Research Project will take place from late May 2022 to early September 2022 with the following submission deadlines:

- Initial Project Report: 15th March 2022 by 4:00 pm
- Electronic version of poster: Thursday 25th August by 4:00 pm
- Project Report: 1st September 2022 by 4:00 pm
- Poster presentation: Week commencing 5th September 2022
- Last official day of the MSc course 2021-2022: 30th September 2022

2. Programme Information

The Study programme provides a broad coverage of material on your selected MSc course.

MSc Analogue and Digital Integrated Circuit Design

- o [General course information](#)
- o [Detailed module information](#)
- o [MSc Programme Specifications](#)

MSc Applied Machine Learning

- o [General course information](#)
- o [Detailed module information](#)
- o [MSc Programme Specifications](#)

MSc Communications and Signal Processing

- o [General course information](#)
- o [Detailed module information](#)
- o [MSc Programme Specifications](#)

MSc Control and Optimisation

- [General course information](#)
- [Detailed module information](#) → MSc Control and Optimisation Core Options selection procedure (link on top of the modules page).
- [MSc Programme Specifications](#)

MSc Future Power Networks

- [General course information](#)
- [Detailed Module information](#)
- [MSc Programme Specifications](#)

We encourage students to attend lectures from each programme into which they are divided in that section of their respective MSc course.

Lectures will be delivered in a multimode format, there will be a mix of in-person and remote activities. It is important to recognise that, depending on official government guidance throughout the entirety of next academic year, the balance in the multi-mode offering may be subject to change.

The [EEE A-Z for current students'](#) webpages contain all the important information that you will need to know throughout the course.

📄 <https://www.imperial.ac.uk/electrical-engineering/internal/current-students-course-handbook/a---z-msc/#>

The pages that you may find most useful are listed below:

- [Assessment information](#)
- [Attendance and absence](#)
- Blackboard:
 - 📄 [Log-In](#)
 - 📄 [Using Blackboard](#)
 - 📄 [Self-Enrol details](#)
- [Examinations](#)
- [Modules and Programmes](#)
- [MSc Individual research Project](#)
- [Options registration](#)
- [Plagiarism awareness \(cheating\)](#) and the [Plagiarism Awareness online course](#)
- [Posters \(MSc project\)](#)
- [Postgraduate Staff/Student Committee](#)

- [Professional Skills Development](#) – For MSc Students
- [Reading lists](#) (MSc Courses)
- [Academic Examination Regulations](#)
- [Term dates](#)
- [Timetable](#)

All the information you will need can be found in the [A-Z for current Students](#)

Imperial Mobile app

Don't forget to download the free Imperial Mobile app for access to College information and services anytime, anywhere, including your programme timetable, College emails and a library catalogue search tool.

 www.imperial.ac.uk/imperialmobile



Important notes on the modules (including information about coursework)

It would be wise to sample the first few lectures for each module at the start of each term in order to help you choose which subjects you will take for examination purposes. Students taking Autumn term modules (with any marked assessments in the Autumn term – e.g. coursework and/or exams) must be confirmed by Friday of week 3 of the Autumn Term. All other Autumn modules (not assessed in any form in the Autumn) and all Spring term modules must be confirmed by Friday of week 3 of Spring Term. Registration should be made via the [EEE Department options registration site](#).

You may attend the lectures for any module without choosing to be examined on it.

Please note that, there may be time-tabling clashes which result in you not being able to attend all of the lectures you want. If this is very disappointing for you, please contact the MSc Programme Director who will try to resolve the problem for you.

Welcome to Imperial app

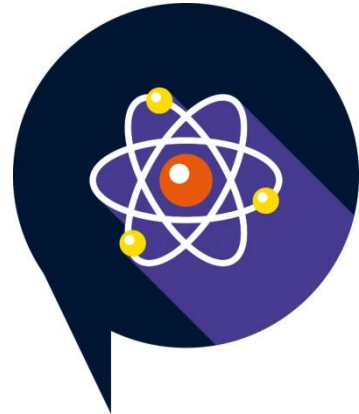
The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event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

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

Imperial Success Guide

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

 www.imperial.ac.uk/success-guide



3. Assessment

A module refers to a lecture course and associated activity.

Please follow the links and guidelines published on the [Options registration page](#).

To help you make informed choices we recommend that you review the module information which lists the 2021/2022 curriculum.

Students can change their optional modules, provided no assessment (e.g.: coursework) has been submitted by the student. For changes after the deadlines (week 3 of autumn or week 3 of spring terms), students must seek authorisation from the new module lecturer (if the module they are swapping to is in the same term); otherwise, student can just select a new module from the next term.

These changes are requested directly to [Kate Farrar](#).

Further information including module course notes and Panopto recordings are also available on Blackboard. You will need to enrol on Blackboard to view this information. Register your examination options at:

 <https://www.imperial.ac.uk/electrical-engineering/internal/current-students-coursehandbook/options-registration/>

NB all options whether assessed by exam or coursework in any department should be confirmed on the EEE options registration site.

For assessments that take place in the autumn term, or at the start of the spring term of the 2021-22 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

Individual Research Project

A list of projects proposed by staff will be published toward the end of the Autumn term. Project preferences will be required by the start of the third week of the Spring Term, delayed until then to allow students to acquire some understanding of modules given in the Spring Term before deciding to choose a project based on those modules. In addition, students might propose a

project themselves or carry out a project as an intern with a company or at other universities provided the MSc Director agrees and the project is suitable. The project will be assessed based on the performance on the Project, the Project Report and a Poster Presentation in the last week of the academic year. The Project Aggregate Mark is weighted sum of these. Some projects can be delivered and completed remotely (e.g. modelling/theoretical based etc). Other projects will require in-person attendance (e.g. labs, etc). In the latter case, in order to mitigate against the impact of a restriction of activities during the period of project work, projects requiring in-person work will have a remote alternative which can be switched to if necessary.

Coursework

The lecturer sets a date by which time the coursework has to be submitted. Normally at least five weeks is allowed for the completion of each piece of coursework except when the coursework consists of several relatively small parts that are issued separately. We hope to have coursework marked within 2 weeks of the deadline. Students are not allowed to keep their marked coursework since we need to keep it because the External Examiner will need to inspect it during one of his visits to the Department.

VERY IMPORTANT – NO COPYING. As it is a valuable part of the educational process, you are free to discuss the coursework with other students; however, unless it is specified to be group work, your submission for marking must be entirely your own work. You must not copy any part of another person's work (i.e. you must not copy any part or all of the text, equations, programs, figures, graphs, etc.) You must not copy material from any publication without making it clear what you have copied. There will be serious consequences for you if we detect any copying from another student or any unacknowledged copying from the web or any publication.

Award of the MSc

You will be awarded the highest of MSc for which your marks satisfy the following conditions.

MSc if

- Each of your 8 counted examination marks $\geq 40\%$
- Laboratory aggregate mark $\geq 50\%$
- Project aggregate mark and examination aggregate mark $\geq 50\%$

MSc with Merit if:

- Each of your 8 counted examinations marks $\geq 40\%$
- Laboratory aggregate mark $\geq 50\%$
- Project aggregate mark and examination aggregate mark $\geq 60\%$

MSc with Distinction if:

- Each of your 8 counted examination marks $\geq 40\%$
- Laboratory aggregate mark $\geq 50\%$
- Project aggregate mark and examination aggregate mark $\geq 70\%$

Interpretation of the grades and marks for coursework

Corresponds to work at the Distinction-level, A and B to Merit level, C and D to Pass level. Please see the table below. All grades and marks are provisional until confirmed by the Board of Examiners. The table overleaf is designed to give a helpful interpretation of the grades for coursework and marks. The grade boundaries for many of the grades are consequences of the fact that most of the grade boundaries have been inherited from undergraduate programmes

and are used for this MSc programme since many courses are attended by both MSc and undergraduate students and the staff are used to marking with these boundaries. Note that these interpretations apply to individual items of coursework and exam questions (for which the pass mark is 50%).

Grade on coursework	Mark (%) (on transcript)	Interpretation
A+	100	<p>Distinction Quality</p> <p>Distinction standard - an exceptionally well presented exposition of the subject, showing:</p> <ul style="list-style-type: none"> (i) command of the relevant concepts and facts, (ii) a high critical or analytical ability (iii) originality, and (iv) evidence of substantial outside reading (where applicable). <p>Distinction standard - excellent answer - a very well presented exposition of the subject, showing many of the above features, but falling short in one or two of them</p>
A B	70	<p>Merit Quality</p> <p>Merit standard - Good to very good answer which</p> <ul style="list-style-type: none"> (i) shows a clear grasp of the relevant concepts and facts (ii) gives an accurate account of the relevant taught material (as exemplified in the model answer), and (iii) shows evidence of some outside reading or of critical or analytical ability
C D	60	<p>Pass Quality</p> <p>Pass standard - adequate to quite good answer which</p> <ul style="list-style-type: none"> (i) shows a grasp of the basic concepts and facts (ii) gives a mainly accurate account of at least half of the relevant taught material (as exemplified in the model outline answer), and (iii) does not go beyond that, or goes beyond that but is marred by significant errors
E F	50 0	<p>Fail Quality</p> <p>Fail standard - Unsatisfactory answer: shows only a weak grasp of the basic concepts and facts, and is marred by major errors or brevity; presents only about one third to one half of the relevant taught material</p> <p>Shows a confused understanding of the topic; presents less than a third of the relevant taught material</p> <p>Answer is too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the topic, less than a quarter of the relevant taught material</p> <p>Presents only one, two or three sentences or facts that are correct and relevant to the topic</p> <p>Contains nothing correct that is relevant to the topic</p>

Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:



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

Instructions for exam candidates can be found here:



www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf

Academic Integrity and Academic Misconduct

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

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



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

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

Plagiarism

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

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



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

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

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



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

Collusion

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

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

Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Dishonest practice

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

4. Board of Examiners

EEE Board of Examiners



Dr David Angeli



Dr Christos Bouganis



Dr Balarko Chaudhuri



Dr Krystian Mikołajczyk



Dr Tania Stathaki



Professor Eric Yeatman



Professor Pier Luigi Dragotti

External Examiners

External examiner for Analogue & Digital IC Design



Dr Alex Casson, University of Manchester

External examiner for Applied Machine Learning




Dr Luca City, University of Essex

External examiner for Communications & Signal Processing

 Professor Stephan Weiss, University of Strathclyde

External examiner for Control and Optimisation

 Prof Maria Elena Valcher, University of Padua

External examiner for Future Power Networks

 Dr Ivana Kochar, University of Strathclyde

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

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


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

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

5. Location and Facilities

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

Your main location of study will be:

 South Kensington Campus
Department of Electrical and Electronic Engineering
Imperial College London
Exhibition Road
London
SW7 2AZ

Facilities

Please refer to the [A-Z for current students](#)

Computer access and printing is available in rooms 303 and 405, Department of Electrical and Electronic Engineering.

The Department's postgraduate office is located at in room 607, Level 6, Department of Electrical and Electronic Engineering. They can be contacted via MS Teams or email. [Postgraduate contacts.](#)

Library Services

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

 www.imperial.ac.uk/library

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

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

Changes due to Coronavirus (COVID-19)

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

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

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6. Placements

The College defines a placement as:

“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”

Academic departments are responsible for managing any study or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the College's Placement and Learning Policy and associated good practice:

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

Please speak to your [course director](#) for more information.

The Careers Service is available to provide students with additional support in sourcing placement opportunities and preparing to apply for placement opportunities:

 www.imperial.ac.uk/careers/jobs-and-experience/work-experience/

For general information on undertaking a placement visit the Placements website:

 www.imperial.ac.uk/placements

If you are considering/planning a placement outside the UK, you should also refer to the Placement Abroad Handbook:

 www.imperial.ac.uk/placements/information-for-imperial-college-students

7. Working While Studying

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

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

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

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

8. Health and Safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers

of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

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


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

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

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

Your Departmental safety contact is:

 Zia Rahman

 07872 850 186

 z.rahman@imperial.ac.uk

The College Safety Department

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

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

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

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

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

 www.imperial.ac.uk/safety

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

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

 www.imperial.ac.uk/occupational-health

9. College Policies and Procedures

Regulations for Students


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

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


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

Academic Feedback Policy

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


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

Please note that your examination scripts once completed belong to the College under the GDPR legislation. Please see the College GDPR webpages for further information at:

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

Provisional Marks Guidance

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

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

Late Submission Policy

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

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

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

Mitigating Circumstances

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

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Further information can be found in the [A-Z index](#) for current students.

Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found in the [A-Z index for current students](#).


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

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

Academic Misconduct Policy and Procedures


As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of

academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

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


Unsatisfactory Progress

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

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

Academic Appeals Procedure

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

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

Arithmetic Marks Check


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

Student Complaints

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


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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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


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

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

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

Use of IT Facilities


View the Conditions of Use of IT Facilities:

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

General Data Protection Regulation (GDPR)

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

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

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

10. Wellbeing, Support and Advice

In your department

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

Your Personal Tutor

Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment).


Your programme director is your first point of contact for academic advice.

 <https://www.imperial.ac.uk/electrical-engineering/internal/current-students-course-handbook/contacts---postgraduate/>

For wellbeing support advice, which is not academic-related, please contact:


Student Wellbeing Adviser: Kelly Greenwood

 k.greenwood@imperial.ac.uk

 Office 607 – level 6 EEE Building

PG Senior Tutor: Dr Imad Jaimoukha.

 i.Jaimoukha@imperial.ac.uk


 +44 (0)20 7594 6279


Departmental Disability Officers

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

Departmental Disability Officer: Emma Rainbow

 e.rainbow@imperial.ac.uk


 +44 (0)20 7594 6198

 Office 607 – level 6 EEE Building

More information on Departmental Disability Officers is available at:

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

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

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

Your Union

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

Imperial College Union Advice Centre

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

 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external

support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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

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

Student Hub

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

 www.imperial.ac.uk/student-hub

Student Support Zone

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





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

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




Useful support contacts

Health and wellbeing

Imperial College Health Centre

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




Imperial College Dental Centre

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

Student Counselling and Mental Health Advice Service

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

Multi-Faith Chaplaincy Service




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

Disability Advisory Service

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

International students' support

Centre for Academic English





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

International Student Support team

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




Careers

Careers Service

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

ICT and software

ICT Service Desk

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

Software shop

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



11. Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.



The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Student Records

 +44 (0)20 7594 7268
 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 7267
 certificates@imperial.ac.uk

13. Work-life Balance

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

Graduate Students' Union

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

Move Imperial

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

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being

able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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

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

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

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/movefromhome


14. Student feedback and representation

Feedback from students

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

Student representation

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

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

Staff-Student Committee

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

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

15. Student Surveys

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

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

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

The PG SOLE module survey (or equivalent for your department) runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended.

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

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

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

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

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

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

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

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

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

 surveys.registrysupport@imperial.ac.uk

16. And finally

Alumni Services

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

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

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

 www.imperial.ac.uk/alumni

Opportunities for Further Study

After you have completed your MSc course, you may choose to further your career by applying for a [PhD place in the Department](#).