

# IMPERIAL

Faculty of Engineering

Department of Bioengineering



**MRes Cancer Technology  
Student Handbook  
2024-25**

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## Welcome to Imperial

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 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.

Imperial provides 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 the Early Career Researcher Institute throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

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

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

## Our Principles

In 2012 Imperial and Imperial College Union agreed 'Our Principles'. This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

### **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 university 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 university.
- 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.

## Welcome from the Early Career Researcher Institute

### Welcome to Imperial and to the Early Career Researcher Institute!

The Early Career Researcher Institute works closely with Imperial College Union to enhance your experience and to ensure that when decisions are being made which affect your time at the university, your voice is heard.

Another important aspect of our role is to provide you with a free and exciting programme of professional development opportunities, delivered through a range of modes, so you can access these wherever you are in the world.

Our staff have a variety of research and other career experiences. Our professional development opportunities are designed to support you as you progress through your programme, but also to help you improve your personal impact, and be prepared for your chosen career, whether that is within academia, industry, government or something completely different!

Importantly, by attending our courses and workshops, you will meet students from other academic departments, enabling you to start building your research connections. We also deliver exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to have some fun!

Our primary way to communicate with you will be through our monthly e-newsletter and our weekly professional skills email bulletins. 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 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 university and your programme has to offer.

Please note that the Early Career Researcher Institute was formerly known as the Graduate School. We are working hard to update all our resources with our new name, so please bear with us as we continue to work through this task. For now, you can find out more about us via the website:



[www.imperial.ac.uk/students/academic-support/graduate-school/](http://www.imperial.ac.uk/students/academic-support/graduate-school/)

## Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial– this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The four deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk).

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

No matter what problems you have or opportunities you're looking for, we're here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead, Camille Boutrolle

Imperial College Union President 2024-25



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)

[imperialcollegeunion.org](http://imperialcollegeunion.org)



# 1. Introduction to the Department

## Welcome from the Department



### *...from the Head of Department*

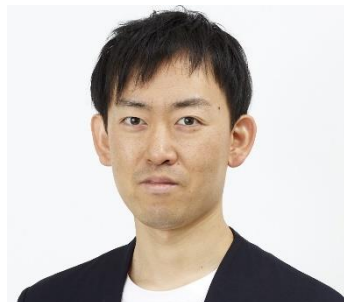
Welcome to the Department of Bioengineering at Imperial College London! I'd like to congratulate you on gaining admission to the masters program at Imperial, where we have world class research supported by excellent facilities to support your studies. In particular bioengineering is an exciting field at the intersection of engineering, medicine, and the life sciences. We, in the Department of Bioengineering have a wide variety of research themes with programs that focus on making sure people are fit and healthy, designing therapeutic solutions and addressing wider environmental challenges that impact on our daily life. As society emerges from the shadow of a global pandemic, bioengineering is

well-positioned to not only address the problems that currently exist, but also ensure that we are prepared for future. Leading researchers and alumni from our department have already played their part in combating the pandemic through influencing policy, practice, and technology for patient benefit and we are truly proud of their achievements. Through your own studies you will be exploring the cutting edge of future developments with the potential to have wide reaching and perpetual impact on the human race.

So, although the Department of Bioengineering has a history that goes back to the 1960s, we are very focussed on the future of this growing and exciting field of engineering. I hope that you will be inspired by the enthusiasm within the Department and create long lasting relationships, both as colleagues and friends, that will persist long after you have left Imperial. On behalf of the Department, I wish you all the best during your studies here.

**Professor Rylie Green**  
**Head of Department**  
**October 2024**

### *...from the Director of MRes Cancer Technology*



Dear New Students,

We are thrilled to welcome you to our dynamic and multidisciplinary research community on cancer technology. Your journey into the fascinating realm of cancer technology begins here, and we couldn't be more excited to have you join us.

Cancer research is not just a field of science; it's a profound commitment to understanding, combating, and ultimately defeating one of the most challenging diseases known to humanity. Together, we will explore the complexities of cancer, seek innovative solutions, and contribute to the global effort to improve the lives of those affected by this disease.

As you embark on this path, remember that you are not alone. You are joining a passionate group of individuals who share your curiosity, determination, and the common goal of making a difference. Embrace the challenges, embrace the discoveries, and most importantly, embrace the hope that your work will improve countless lives.

You'll find incredible mentors, fellow researchers, and a supportive community ready to guide and inspire you throughout your journey. So, ask questions, collaborate, and never hesitate to ask for assistance or share your ideas.

Your presence here signifies the beginning of a remarkable adventure. Welcome, new students, to the world of cancer technology research. Together, let's take bold strides towards a future free from the burden of cancer.

With warm regards,

**Dr. Jun Ishihara**  
**Director of MRes Cancer Technology**

### ***...from the Director of Postgraduate Studies***



A warm welcome to the Department of Bioengineering at Imperial College London. Congratulations on your achievements that have brought you to a leading department for bioengineering in the UK. As Director of Postgraduate Studies (Research), I work with the Student Office Team, the Postgraduate Tutor, the Deputy Directors of Postgraduate Studies, your supervisor, and your mentor to optimise your experience as a research student in the Department. Together, we strive to support you in achieving success in your studies, and to ensure that your welfare is taken care of. Your studies will be challenging and will require you to take responsibility for your own learning and welfare, but there are plenty of people and resources to help you with this, so don't be afraid to utilise them.

The Department of Bioengineering is young, dynamic, and extremely interdisciplinary, and we hosts world-class, cutting edge research. I am confident that you will find it to be a lively and inspiring place. I urge you to take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds, and research interests, such as our through our seminar series, networking events, celebrations, or through simply talking to colleagues in the corridor or coffee shop. I encourage you to make the most of all the Imperial has to offer, not just academically within your research groups and in the labs and lecture theatres, but also through the clubs, societies, and teams at College.

As a postgraduate research student, you will be actively encouraged, empowered, and challenged to develop your own unique outlook, as you become an expert in your chosen field. Your research work will be challenging, and is likely the largest venture you have ever taken so far, but it will likely be incredible interesting, fascinating, and impactful, and at the end, it will likely be a memorable experience for you. I hope you can take ownership of your project, and be active in taking initiatives to work towards your goals, and I hope you will enjoy the journey from start to finish. All the best with your studies..!"

**Dr Choon Hwai Yap**  
**Director of Postgraduate Studies (Research)**  
**October 2024**

### ***....from the MRes Cancer Technology Student Representative***



Welcome to the 2024-2025 cohort for Cancer Technology for MRes at Imperial College London! Congratulations on your achievements that have led you to this programme, and to joining an innovative and supportive research culture at one of the world-leading Bioengineering departments.

Imperial College London's resources and wealth of expertise allow students to prosper and achieve great success in their career. From the postgraduate development courses to departmental seminars, Imperial's facilities are available for you to make the most out of your course. This is reflected in Imperial's ranking as 2nd in the world in the QS world rankings 2025.

The Cancer technology course is a one-of-a-kind blend of Cancer Research and Bioengineering, you will be working alongside some of the leading experts in both fields. You will be helping to innovate in a rapidly growing field and be part of regular meetings with your research group, helping you to develop key research skills and know-how. You will no doubt encounter a range of obstacles during your study but not only are your supervisors and research groups there to support you, the bioengineering post-graduate administration teams and your senior tutors are there to support and guide you!

I encourage you to immerse yourself in Imperial, the course, and your research group. Personally, I have learnt an enormous amount this year from talking to those who have done it before and other experts. Imperial fosters unique dynamics between lecturers, supervisors, and students in that you are treated as peers and encouraged to engage leading researchers and experts in hard conversations!

All the best and good Luck,

**Sophie Vaughan**  
**MRes in Cancer Technology Representative 2023-2024**

## Key MRes Bioengineering Student Contacts



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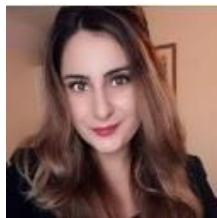
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Coordinator



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Mr Robert Ferguson

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Industrial Liaison  
Manager



Ms Geethma Aponso

[g.aponsu@imperial.ac.uk](mailto:g.aponsu@imperial.ac.uk)

Student Wellbeing  
Advisor

## Departmental Information

For further information,

- Full list of [Academic Staff and Research Fellows](#) and [Professional Services Staff](#).
- [Roles and Responsibilities Guidance](#)
- [Facilities](#)
- [Working with our students](#)
- [Events](#)

## Attendance and absence

You must inform your Senior Postgraduate Tutor if you are absent from the university for more than three days during term. If the absence is due to illness, you must produce a medical certificate after seven consecutive days. If you miss an examination or the deadline for any other assessment (including lab work, in class tests, coursework or presentations) due to illness or other unforeseeable and unavoidable circumstance you must follow the Mitigating Circumstances Policy and Procedure. Please note that all claims for mitigation must be submitted within 10 working days of the examination or assessment deadline. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected. Please see the section on mitigation below.

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

### **Attendance**

The MRes is a full-time course over an entire calendar year. Students are expected to be in attendance for the whole year, apart from College closure dates.

You must maintain regular attendance and make acceptable academic progress. While you are responsible for your own learning, there is an expectation that you will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

### **Absence and Sick Leave**


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 [Mitigating Circumstances](#).

Should you choose to absent yourself from the degree programme without authorisation you should be aware that you are missing valuable teaching experience which you will need to prepare fully for future examinations. This might mean that you find yourself in a situation where you are in danger of being required to withdraw from the degree programme because of examination failure.

The Student Office keeps students' attendance under constant review and warn them if they feel it is inadequate. 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. Problems of non-attendance will be reported to the Director of Courses and Senior Tutor who will inform Personal Tutors and together will make recommendations on any remedial action that might be appropriate.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Senior Tutor may, at their discretion and following investigation, require the student to repeat part of the degree programme; or, should they decide that the student's academic record and/or application is inadequate or that the student is unable to profit from continuing the programme, they may require the student to withdraw. Students have the right of appeal.

If you do not engage satisfactorily with your studies, Imperial will consider what action is necessary to support your continued study under the Unsatisfactory Engagement Policy:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2022x2f23/Unsatisfactory-Engagement-Policy-and-Procedure.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2022x2f23/Unsatisfactory-Engagement-Policy-and-Procedure.pdf)

## Key dates 2024–25

### Term dates

Autumn term:	28 September 2024 – 13 December 2024
Spring term:	04 January 2025 - 21 March 2025
Summer term:	26 April 2025 – 27 June 2025

### Closure dates

Christmas/New Year:	23 December 2024 - 01 January 2025 (Imperial reopens on 02 January 2025)
Easter Holiday:	17 April 2025 – 22 April 2025 (Imperial reopens on 23 April 2025)
Early May Bank Holiday:	06 May 2025
Spring Bank Holiday:	26 May 2025
Graduation Ceremony:	2 & 3 June 2025 (dates are subject to change)
Summer Bank Holiday:	25 August 2025

Some students undertake an internship within a company during their vacations to develop skills, gain industrial insights, and earn money. You should only undertake an internship that starts after the formal end of term to ensure there is no clash with academic studies. In addition, if you hold a student visa, the type and amount of work that you can do is restricted. It is essential that you are aware of these restrictions so that you do not breach your student visa conditions. Please visit the International Student Support webpage for further details and note that only undergraduate students can undertake an internship during the summer vacation.

 [www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

## 2. Accreditation



Academic accreditation of an engineering degree programme means that the programme has met the high standards set by the engineering profession and is re-tested every 5 years. Standards for accreditation of engineering programmes in the UK are set by the Engineering Council, which is the regulatory body for the profession, in consultation with the discipline specific Professional Engineering Institutions (PEI).

### **Benefits of Accreditation**

Accreditation means that you can be sure that your degree programme provides a solid underpinning in the subject and meets the current and future needs of employers. It will be current, relevant and well-regarded within the discipline. Graduating with an accredited degree provides you with a competitive advantage in the jobs market and offers you international job mobility.

### **Further information**

You can find out more about the Professional Engineering Institutions (PEI) below. Institution of Mechanical Engineers (IMechE): <http://www.imeche.org/>

Institution of Engineering and Technology (IET): <https://www.theiet.org/> Institution of Materials, Minerals and Mining (IOM3): <https://www.iom3.org/>

Institution of Engineering Designers (IED): <https://www.institution-engineering-designers.org.uk/> You can find out more about the Engineering Council at: <http://www.engc.org.uk/>

## 3. Programme Overview

The MRes programme involves lectures and practical work, followed by full-time work on a research project. A variety of seminars and workshops are provided to deepen and broaden your research skill base. The programme will prepare you to analyse and solve problems in bioengineering, using an integrated, multidisciplinary approach.

You will begin the programme with compulsory core modules and practical work in the first term. In the second and third term, you will take additional modules and short workshops. You will also attend seminars and journal clubs throughout the year, as well as mini-symposia.

Further information about the programme, including the programme specification can be accessed at <http://www.imperial.ac.uk/bioengineering/admin/research/mres/>.

Details of taught modules and assessed components of the research element are shown in the table below:

Module	Credits	% Weighting (overall programme)	% Weighting (within Research project)	
Bioengineering Approaches to Cancer	5	5.9%		
Statistical and Computational Methods for Research	5	5.9%		
Frontiers in Cancer Technology Research	5	5.9%		
Topics in Cancer Engineering	5	0		
Planning for Research	10	11.80%		
Cancer Technology Research Project	Poster presentation	60	70.5%	15%
	Thesis			70%
	Oral presentation (viva)			15%

In addition to the above, you are required to take the compulsory online course in plagiarism awareness:

[Plagiarism awareness | Imperial students | Imperial College London](#)

## 4. Assessments

### Assessment Submission

Each component of the programme is assessed through a variety of measures, summarised below. Full assignment descriptions are available on Blackboard, through which all assessment materials must be submitted (unless stated otherwise).

*NB: Should formatting problems occur after submission, email a PDF of your assignment with the intended format to [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk) before its deadline.*

Students should take note of the assessment deadlines as detailed on Blackboard. The Student Office will email any changes to these deadlines in good time. Penalties apply for late submissions of assessments.

### 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](http://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.

## Assessment Format

For assessments that take place in the autumn term, or at the start of the spring term of the 2024-25 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.

## Module Assessments

### ***Computational & Statistical Methods for Research***

Assessed through an in-class quiz on statistical methods & theory (35%), an in-class progress test on computer programming skills (15%) and a lab report on combining statistics and python in Jupyter (50% weighting).

### ***Frontiers in Cancer Technology***

Assessed through the Journal Club presentation (50%) and a written report reflecting on one research seminar attended that relates to your research project (50%).

### ***Topics in Cancer Technology***

Assessed through two written reports (50% each) summarising elective modules. Students must submit the two separate reports in one document with a cover page listing the names of the elective modules.

### **Elective Module Selection**

Details of the elective module selection process will be shared with you when the degree programme commences.

Not all combinations of elective modules may be possible due to timetabling constraints. If you have any difficulties or questions, please email [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk).

*NB: As noted above, the usual assessment for elective modules will be via a brief written report. The report on elective modules is **pass/fail only** and does not contribute to the degree score. There may be exceptions when selected electives require every student to be part of the class or groups and thus relevant coursework must be completed.*

### ***Research Project***

Assessed through the written planning report, the poster presentation, the thesis and the final oral examination.



## Assessments Timeline

Term	Date	Feedback by	Code	Module	Assignment
1	During Welcome Week and by end of Term 1 latest	Instant	n/a	n/a	Mandatory online course: Plagiarism awareness
1	28 Oct 2024	Within 2-3 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 1: Statistical methods & theory (Multiple choice quiz)
1	22 Nov 2024	Within 2-3 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 2: Programming basics (Practical assessment of programming skills)
1	13 Dec 2024	Within 2-3 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 3: Jupyter Notebook Report (Lab report combining statistics & python in Jupyter)
1	Various	Week after session	BIOE70050	Frontiers in Cancer Research	Oral presentation: Journal Club
2	6 Feb 2025	Within 2-3 weeks	BIOE70040	Planning for Research	Coursework: Planning Report
2	21 Mar 2025	Within 2-3 weeks	BIOE70051	Topics in Cancer Engineering	Coursework: reports on elective modules taken for credit
3	30 Apr 2025	Within 2-3 weeks	BIOE70050	Frontiers in Cancer Research	Coursework: Research Seminar report
3	16 Jun 2025	At presentation	BIOE70052	Research project	Poster submission
3	25 Jun 2025 RSM 301cde	At presentation	BIOE70052	Research project	Poster presentation
3	1 Sep 2025	End of Sept 2024 (after Exam Board)	BIOE70052	Research project	Thesis Submission
3	By 12 Sept 2025	By Nov 2024 (after Exam Board)	BIOE70052	Research project	Oral examination

## Progression and Classification

Conditions to pass the MRes programme:

### Award of a Postgraduate Certificate (PG Cert)

To qualify for the award of a postgraduate certificate a student must have a minimum of 30 credits at Level 7 obtained from the taught compulsory modules and the core module, 'Planning for Bioengineering Research', i.e. excluding the Bioengineering Research Project.

### Award of a Postgraduate Degree (including MRes)

To qualify for the award of a postgraduate degree a student must have:

1. accumulated credit to the value of no fewer than 90 credits at level 7
2. and no more than 10 credits as a Compensated Pass;
3. met any specific requirements for an award as outlined in the approved programme specification for that award.

### Classification of Postgraduate Taught Awards

1. Distinction: The student has achieved an overall weighted average of 70.00% or above across the programme.
2. Merit: The student has achieved an overall weighted average of above 60.00% but less than 70.00%.
3. Pass: The student has achieved an overall weighted average of 50.00% but less than 60.00%.
  - a. For a Masters, students must normally achieve a distinction (70.00%) mark in the Bioengineering Research project in order to be awarded a distinction
  - b. For a Masters, students must normally achieve a minimum of a merit (60.00%) mark in the Bioengineering Research project in order to be awarded a merit

Find out more about the UK grading system at:

<https://www.imperial.ac.uk/students/successguide/ug/assessments-and-feedback/improving-through-feedback/understanding-grades/>.

## Prizes and Awards in the Bioengineering Department

There are many prizes and awards received each year by students in the Department of Bioengineering. These can be specifically for undergraduates, postgraduates, or for any students in the Department.

### *MRes Cancer Technology Prize for the Best Academic Performance*

Annual award for the best academic performance in the MRes **Cancer Technology** Programme.

## 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:

Imperial has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Academic Regulations, Policies and Procedures at:

 [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)


 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## Instruction to Candidates for Examinations

When taking examinations, students must ensure they follow the relevant instructions and guidance provided to them. In addition to the Instructions for Candidates, they must adhere to the specific instructions for each exam as provided by their programme team.

 [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://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](http://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 integrity is fundamental to learning, teaching and research and it is important to understand what it means for you and the international community of research that you are joining.

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

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

### Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images, research 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 university such as the Library Services learning support webpages at:

 [www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

For group work, all members have responsibility for the integrity of the work submitted. Therefore, if plagiarism (or another form of academic misconduct) is proven, all group members may be liable for any penalty imposed.

Imperial requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Early Career Researcher Institute's website:

 [www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/)

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/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/](http://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/)

## Use of Generative Artificial Intelligence tools

Please be aware that, even if the use of generative AI is permitted as part of a module assessment, the university policy on plagiarism will still apply. Submitting work and assessments created by someone or something else, as if it was your own, is plagiarism and is a form of cheating; this includes gAI-generated content. So, although the detailed guidelines on use of gAI tools are still in development, you ought to declare clearly whenever you use any gAI tools for any purpose, otherwise you risk violating Imperial's policies on plagiarism. Please refer to the [Academic Misconduct Procedures](#) for further information.

Guidance on acknowledging and referencing generative AI tools can be found here: [Generative AI guidance | Administration and support services | Imperial College London](#)

## Generative AI

Generative Artificial Intelligence (gAI) tools, such as ChatGPT, are becoming increasingly available and powerful. When used appropriately and ethically, the Department believes that these tools can improve and support your learning journey. Often, however, the use of such tools may in fact impede the development of the skills needed to become a successful graduate of our programmes. The Department is working with students and staff to develop local guidelines on the use of gAI; these will be shared when approved. For the academic year 2024-25, you should engage with individual module leaders on the appropriate use of gAI for that module.

## Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure. Please be aware that this includes working with others in or outside the Imperial community, not just students on your programme.

You should note that whilst Imperial encourages students to support each other in their studies you should be careful to ensure that you do not go beyond the assessment brief with regards to individual work, always 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 those that are considered an attempt to gain an academic advantage. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may be considered an attempt to gain an academic advantage includes bringing unauthorised


























material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

### Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contract cheating, purchasing essays or other materials from other sources (which is now illegal in the UK) or other individual to submit as your own, taking an exam for someone else or getting someone else to take an exam for you, 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.

## 5. Board of Examiners

### Board of Examiners

-  Prof. Rylie Green
-  Dr. Spyros Masouros
-  Dr. Chris Rowlands
-  Dr. Adam Celiz
-  Dr. Faraz Janan
-  Dr. Huai-Ti Lin
-  Dr. David Labonte
-  Dr. Sam Au
-  Dr. Hayrige Cagnan
-  Dr. Jun Ishihara
-  Dr. Etienne Burdet
-  Dr. Vicky Salem
-  Dr. Amanda Foust
-  Dr. Amanda Kedgley
-  Prof. Richard Kitney
-  Prof. Holger Krapp
-  Dr. Nick Linton
-  Dr. Warren Macdonald
-  Prof. James Moore
-  Dr. Pete Lally
-  Prof. Mengxing Tang
-  Prof. Claudia Clopath
-  Prof. Simon Schultz
-  Prof. Martyn Boutelle
-  Dr. Danny Green

### External Examiners

-  Prof. Emad Moeendarbary, University College London

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution, that acts as a critical friend to the staff delivering your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of Imperial's quality assurance and enhancement process, ensuring that academic

standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the university's awards are appropriate, of comparable standard to the rest of the sector, as well as highlighting good practice and/or potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. 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. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

A university 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/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)

Please note that you will need to be logged in to your Imperial account to access the summary reports.

The individual External Examiner reports for your programme/department are available from your department.

## 6. Location and facilities

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

### Your main location(s) of study will be:



South Kensington Campus  
Exhibition Road, South Kensington, London SW7 2BX



White City Campus  
80 Wood Lane, London W12 7TA

The department's Student Office is located in Level 3, Bessemer Building, Room B314 and open **Monday – Friday, 9:30 – 11:00 and 12:30 – 15:00**

### Facilities

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

 [www.imperial.ac.uk/estates-facilities/customer-services-centre/](http://www.imperial.ac.uk/estates-facilities/customer-services-centre/)

## Learning Support Resources

### My Imperial Campus

An app for students - designed by students!

[My Imperial Campus](#) is the beginning of a new mobile experience for the Imperial College London community. The app is being designed by Imperial students and alumni and delivered in an iterative way as the team learns more about the experiences that our community want in order to thrive at Imperial. The app is relatively young, and development is continual, please download and explore the app and look out for opportunities to get involved!

You can download the app for Android devices from the Play Store or for iOS devices from the App Store.

Current feature highlights:

- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.
- 'Maps' – 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' - The Business School and a growing list of other departments requires you to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link off to view your full timetable in a browser.
- 'Internships and Careers' - Search through the latest internships and job vacancies received by the Careers Service.

## Imperial Success Guide

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

 [www.imperial.ac.uk/students/success-guide/pgt/](http://www.imperial.ac.uk/students/success-guide/pgt/)

### Computer Access and College Network


Computer access is available in RSM G.08 and RSM 3.06 which can be used if you have permission to be on site.

Instructions for accessing the College's wireless networks can be found at:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/>

### Rules for using the College network

The content and level of network traffic is monitored continuously.

 The College has strict rules regarding downloading illegal, inflammatory, pornographic or obscene material onto computers connected to the campus network. Infringement of these rules can have serious repercussions, including expulsion or legal proceedings being brought against the offender. Be sure to read the College's Information Systems Security Policies at

<http://www.imperial.ac.uk/adminservices/ict/self-service/be-secure/information-systems-security-policies/>.


View the Conditions of Use of IT Facilities:

 [Conditions of Use of IT Resources | Administration and support services | Imperial College London](#)

### Virtual Learning Environment (VLE): Blackboard

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. All MRes work must be submitted through Blackboard to allow for plagiarism detection:

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

 Further information about your MRes, like deadlines and assignment descriptions, are also available on Blackboard.

Login at <https://bb.imperial.ac.uk/>.

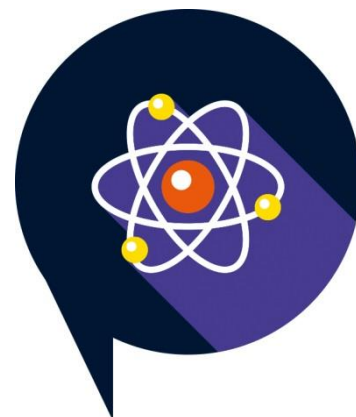
If you have any problems accessing Blackboard, try troubleshooting:

- Check if your computer allows Java pop ups.
- Try using another browser, e.g. Firefox if you had been using Internet Explorer.

Report any technical problems to ICT so that they can keep a record and help you swiftly. You can contact ICT from at 49000 (internal) or 0207 59 49000 (external). Alternatively, you can raise an issue via the ASK ICT service:

 <https://imperial.service-now.com/ict/>.

*NB: If the formatting of your submission changes after you upload it to Blackboard, you must email a PDF with the*





intended format to [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk) before the assignment deadline.

## **Panopto**

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. Most of the lectures that take place in the department lecture theatres are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, please speak to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (<https://bb.imperial.ac.uk>) and find the link called 'Lecture Recordings' in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at: <https://www.imperial.ac.uk/admin-services/ict/self->

 [service/teaching-learning/panopto/](https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/)

Before using Panopto, please ensure you have read the College's guidelines on audio and video lecture recording:

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/ict/public/Audio-and-video-lecture-recording-guidelines.pdf>

## **Microsoft Teams**

For the delivery of remote teaching we will be using Microsoft Teams. Many lectures will be taught through video calls and course content will be available on Blackboard as usual.

Recording of educational activities plays an important part in enhancing the quality of the student experience, and the University sees it increasingly as part of mainstream academic work.

Consent to digital recording for scheduled lecture sessions is assumed and there will be an automatic reminder appearing at the beginning of a recording that the recording is about to commence. This will give you the opportunity to turn your camera off or leave the session if appropriate. Recording by students and others is not permitted except with prior permission. Recordings by the Department may be used for any purpose supporting the University's educational objectives. This may include making recordings available internally in any media or platform. Details can be found [here](#).

Although the chat feature will be available, we recommend you use the 'hands up' feature for any queries that can't wait until after the session, you will then be able to ask your question verbally when prompted. Questions posted in the chat may not be seen until after the session has ended.

It is important that the sound quality is at its optimal so while in attendance please remember to mute your microphone if you are not speaking.

In order to replicate an in-person lecture we would also recommend you turn your camera on, this is not only helpful to your lecturers but is also good etiquette for such interactions. Expectations on screen are as they would be on campus – please consider how you present yourself on screen and what is displayed to others when your camera is on.

Your lectures and study group sessions will be available in your Teams calendar, your Outlook calendar and viewable in the My Imperial app. Attendance reports are generated for each session and will be checked by the team.

## Campus Facilities

### **Café and refreshments**

The nearest café to the Department is located on Level 3 of the Royal School of Mines. The College Café, located off Dalby Court, is also nearby. You can find out more about our catering facilities here:

 <https://www.imperial.ac.uk/food-and-drink/catering-outlets/>

### **Printing**

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit for the information on using this service.

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printingphotocopying-and-scanning/>

An additional colour (ICT) copier/printer is available in RSM 3.38. An additional colour (ICT) copier/printer is available in RSM 3.38. There are printers on Bessemer level 3 breakout and on Bessemer level 1 opposite to B107. In the Uren Building there is printer on each floor at the south breakout area.

If you have problems with these machines or your ID card, please contact ICT. *Do not try to correct problems yourself.* All students will receive an initial print credit on their account. Please try to use Departmental printers for your printing where possible, as opposed to those in other areas of the College.

### **Library Services**


The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building. Further study space is available on level 3 of the Sheffield Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library workshops and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

You can contact the Bioengineering librarian for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more

Bioengineering Librarian:

 Eleni Zazani

 +44 (0)20 7594 8880


 [e.zazani@imperial.ac.uk](mailto:e.zazani@imperial.ac.uk)

For any questions library staff will be happy to help, simply chat with them online or contact them via email, phone or social media, just check the website for details:

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

### **Information and Communications Technologies**

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from the Information and Communication Technologies (ICT) group Service Desk:

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk).

Any problems or queries relating to computing, including requests for new software, should be addressed to ICT ([service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk)) or our IT Support Officer Edit Toth, [e.toth@imperial.ac.uk](mailto:e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden from bringing in external programs.

Once you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets (including iPad). All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

## Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.

 [www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/](http://www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/)

## Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page:

[www.imperial.ac.uk/students/imperial-award/](http://www.imperial.ac.uk/students/imperial-award/)

## Shuttle Bus

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

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

## Maps

Campus maps and travel directions are available at:

 [www.imperial.ac.uk/visit/campuses](http://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](http://www.accessable.co.uk/organisations/imperial-college-london)

## Smoke-Free Policy

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

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

SafeZone is an Imperial app through which you can quickly and directly contact the Community Safety and 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 Community Safety and 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 Imperial 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 university 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/admin-services/security/safezone/](http://www.imperial.ac.uk/admin-services/security/safezone/) for more details about SafeZone.

All existing phone numbers for the Community Safety and 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.

## 7. Working while studying

If you are studying full time, Imperial 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 university working hours.

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

If you are here on a 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.

 [www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

If you are enrolled on a one-year full-time postgraduate programme, you are permitted to work full-time during the university Christmas and Easter closure period, as well as after the official course end date. Please note that one-year full-time postgraduate students are not considered on vacation during the summer months. You can only work full-time during the summer if you are undertaking an assessed work placements that is a formal part of your programme.

 [www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

If you are considering part-time work during term time you are strongly advised to discuss this with your supervisor or Personal/Senior Personal Postgraduate Tutor (see Wellbeing, Support and Advice section for more information). If you are on a Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The university's Board of Examiners 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. Imperial still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.





The latest Imperial guidance to students can be seen at:

 [www.imperial.ac.uk/about/covid-19/](http://www.imperial.ac.uk/about/covid-19/)

The Imperial Health and Safety Policy can be found at:

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

**Your Departmental Safety Officer is:**

 Ken Keating  
 B211, 2<sup>nd</sup> Floor, Bessemer Building, South Kensington Campus  
 +44 (0)20 7590 250 478  
 [k.keating@imperial.ac.uk](mailto:k.keating@imperial.ac.uk)

Departmental Technical and Professional support staff:

<https://www.imperial.ac.uk/bioengineering/people/professional-services-technical-and-operations-staff/>

### Introduction from Safety Induction

#### **Laboratories and workshops**

You are required to undertake a safety induction as soon as possible upon joining the Department. Your initial Day One Safety Induction will be a combination of online and in person. That will walk you through the basic safety considerations of on-campus work.

#### [Day One Safety Induction](#)

After completing this online form, you will receive an email to confirm its completion that can then be used to obtain your college ID card.

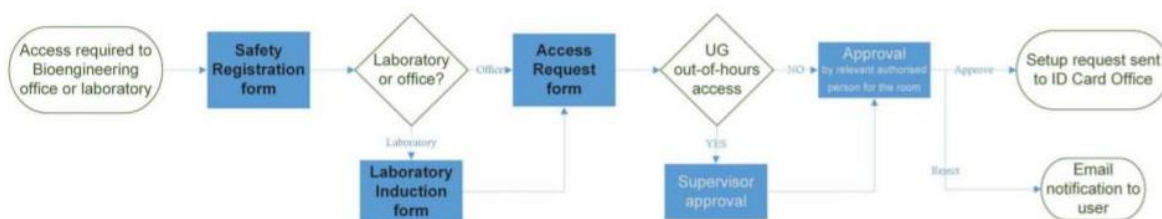
Once a date has been agreed with your supervisor for you to begin on-campus work, a member of your research group will go over the main points of the Day One Safety Induction again with you in the building, so that you are familiar with the building-specific points.

### Procedure for new starters who require use of laboratories – October 2024

1. Complete the [online Day 1 Safety Induction](#) to enable the new ID card to become active. (This includes short induction video on [Health and Safety for new postgraduates](#))
2. Discuss expectations and needs for lab and any essential office use with supervisor, focusing on any specific health and safety matters including any [pre-existing medical condition to note](#),

significant allergies and any requirements for a [Personal Emergency Evacuation Plan](#). Then complete the Department's [Safety Registration form](#).

3. All new starters should:
  - a) Be familiar with college and departmental safety policies, including sickness absence procedures
  - b) Arrange a date and time to meet the group member who will oversee the in-person lab induction. This will guide you in the specific hazards of your work environment.
4. On date of induction, new starter to meet the group member as agreed and for the day 1 on site induction.
  - a) PhD and MRes students can collect their ID cards from the Student Office
  - b) Staff (inc. postdocs) need to get ID cards from the Sherfield Building ID card office
5. Group member to give a general building tour and introduction to the new starter (use [Day 1 Safety form information as guide](#))
6. Some may choose to wear face coverings when indoors. Masks, face shields and hand sanitiser is available around the building should you require
7. Group member to give in person Lab Induction(s) to the new starter, describing the local rules of lab work and of COVID-19 related considerations. Noting that any work within hazardous areas (labs/workshops etc.) must not be undertaken until all risk assessments and standard operating procedures, including risk mitigation, emergency and waste procedures, are read and acknowledged by the new starter.
8. **Card access requests** for high hazardous restricted areas, including labs and workshops, are to be done online as usual after the room-specific inductions are done. The new starter must be aware of the need of further training for specific work and equipment. The link for these is given below:  
<https://www.imperial.ac.uk/bioengineering/admin/info/swipe/>
9. Working out of standard hours (as listed on the website) will require an out-of-hours and or lone working request to be approved prior to work commencing.



The Department is available to MRes students from Monday through Friday between 08:00 and 18:30.

## Accidents and Near Misses

All accidents, dangerous occurrences or near misses must be reported via a [SALUS report](#). The Department fosters a strict no-blame culture and feels that reporting all occurrences will ensure the safety of every researcher, staff member and student.

To report concerns or to ask for advice you should contact your supervisor, one of the technical team or the Departmental Safety Manager (Ken Keating, [k.keating@imperial.ac.uk](mailto:k.keating@imperial.ac.uk)) in the first instance. You may also contact the Safety Department directly.

Full information on reporting accidents and incidents can be found at <https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>

There is also a wide range of [eLearning micro-learning modules](#) focused on specialised topics and designed to raise awareness of hazards and control measures for working safely in hazardous areas (i.e., laboratories and workshops) across the university.

## Imperial 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 university's activities range from the use of hazardous materials ([biological agents](#), [chemicals](#), [cryogenics](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting and driving.

All of Imperial's 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 university 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/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

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

Imperial's 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 university is respected, protected and improved whilst at work.

 [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

College Occupational Health (OH) provides services to protect health at work, assess and advise on fitness for work and ensure that health issues are effectively managed. OH promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected and protected whilst at work: [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health).

### ***Health clearance for work with pathogens, GMOs or unfixed human tissue***

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity.

Send a completed Biological Agents Health Assessment to OH. Students who will not be directly handling unscreened blood or who will be handling only screened samples, e.g. blood supplied by the NBS, do not need health clearance or vaccination.



Full details can be found at <https://www.imperial.ac.uk/occupational-health/health-surveillance/workingwith-pathogens/>.

### ***Health surveillance enrolment for work with laboratory animals***

Any student who will be working with live laboratory animals must enrol for health surveillance with OH. Complete an Animal Allergy Health Surveillance questionnaire and arrange an appointment with OH for a mask fit test and lung function testing. You should only arrange the appointment when you are within two to three weeks of commencing your research work.

Full details can be found at <https://www.imperial.ac.uk/occupational-health/health-surveillance/workingwith-animals/>.

### ***NHS health clearance***

All postgraduate students who will have contact with patients in a clinical environment must complete NHS infection control clearance, carried out by OH. Complete a Work Health Assessment form and 25 arrange an appointment with an adviser at the OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment.

Full details can be found at <http://www.imperial.ac.uk/occupational-health/health-protection-atwork/work-health-assessment/>.

Emergency assessment and treatment of laboratory accidents Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OH at South Kensington. For information on the urgency and assessment form, consult the laboratory accident guide, a copy of which can be obtained by emailing [occhealth@imperial.ac.uk](mailto:occhealth@imperial.ac.uk)

## 9. University Policies and Procedures

### Academic Regulations

All registered students of Imperial are subject to the university Academic 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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://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](http://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 university under the General Data Protection Regulations (GDPR). Please see the Imperial GDPR webpages for further information at:

 [www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/guidance/guide-2---exam-records/](http://www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/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](http://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 assessments (including timed remote assessments) in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

If you submit late due to mitigating circumstances, the cap on your mark may be lifted if a claim for mitigating circumstances is accepted. Please see below.

## 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 when making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the university'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/](http://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 academic 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. To request an extension of assessment due to mitigating circumstances, please [complete this online form](#).

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/current-students/support-available/adjustments-and-support/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/)

## 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 university's Misconduct Policy and Procedures.

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies. Imperial has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. 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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that

decisions about a students' ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Mutual Expectations

The mutual expectations document provides a suggested starter list of expectations that master's students and their project supervisors might expect from each other. It is designed to facilitate conversations to establish effective partnerships and it is recommended that the document is discussed at the first meeting between a main project supervisor and a new student. It should be noted that this is not exhaustive, and that departments may have variations in roles and responsibilities; supervisors should be aware of any such variations and will feed this into their discussions with students. Further, it is recognised that supervisors may not always be best placed to meet all the expectations laid out in the document, but should be aware of who, in their department, can. Students and project supervisors are encouraged to discuss, tailor and personalise the document further to suit. It is also recommended that students and their project supervisors re-visit the document throughout the duration of the project.

The Mutual Expectations document is available here:

 [www.bb.imperial.ac.uk/bbcswebdav/xid-12494962\\_1](http://www.bb.imperial.ac.uk/bbcswebdav/xid-12494962_1)

## Academic Appeals Procedure

We have rigorous processes and procedures 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 university, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should 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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

## 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 Assessment Records team in Registry. You may not request marks check for a previous year of study. Please note that a marks check is not a remark of your work, but an administrative check that the marks have been accurately recorded.

## Student Complaints

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

If you have any concerns about your experience at Imperial 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](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Disciplinary Procedure

Imperial 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 the Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university website:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)

## Intellectual Property Rights Policy

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of universities Intellectual Property and its College's discretionary Reward to Inventors Scheme.

Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:

 [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/)

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

 [www.imperial.ac.uk/students/enterprising-students/](http://www.imperial.ac.uk/students/enterprising-students/)

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

## General Data Protection Regulation (GDPR)

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

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf)

## 10. Research Information

### Good research conduct

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and expects all research to be conducted with integrity: <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/>.

The research conduct policy aims to satisfy the requirements for managing complaints of research fraud or misconduct: <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/>.

### Ethics

According to the Imperial College Ethics Code, to which all members of the College are committed, any research work must comply with key principles. For postgraduate research students, these include:

- Careful consideration and formal processes for guaranteeing the safety of your colleagues (including yourself) when engaged in research and teaching
- Protection of data and privacy of students, colleagues and volunteers engaged in College related activities

The full code can be found at <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ethics/> and <https://www.imperial.ac.uk/research-ethics-committee/>.

Before a project with ethical implications can start, it must go through an Ethics approval process, overseen by the Imperial College Research Ethics Committee (ICREC). This committee reviews research projects that directly or indirectly involve human participants or volunteers, including those with questionnaires or that use observational or survey data.

Students whose projects need ethics approval must work with their supervisor on the request. Full information can be found at <https://www.imperial.ac.uk/research-ethics-committee/application-process/>.

### Animal Research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the university's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:



[www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

Research within The Department of Bioengineering closely follows the 3R principles of Replacement, Reduction and Refinement. Where alternatives can be sought for research and modelling it is essential that these are pursued for use. That said it is understood that in vivo work, including those with animals, remains a vital component of medical research and cannot yet be completely replaced.

With only few exceptions work with animals in the college must be conducted within the college's specialist facilities. Here dedicated staff are on hand to assist in all aspects of the work, from obtaining home office licences to providing space and equipment for work. It is here that they also monitor and ensure compliance against best practice and legal responsibilities.

For more information please see:

## 11. 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 Supervisor

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

Your Supervisor is usually a member of academic staff who is allocated to you for the duration of your programme to offer help and support with academic or personal issues. They will also follow your progress throughout the course to help keep you on track to succeed.

Academic staff in the Department of Bioengineering are very active, internationally known, researchers. However, this may mean that they are not always in their offices, and so email is an excellent way to arrange appointments and to consult them on minor issues. If the problem is not resolved via this route, you may also want to consult the Senior Tutor, Deputy Senior Tutor, Director of Courses or Student Wellbeing Adviser.

Senior Tutor for Bioengineering PGR contact:

 Dr. Sylvain Ladame

 [s.ladame@imperial.ac.uk](mailto:s.ladame@imperial.ac.uk)

### Departmental Disability Officers

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

The Departmental Disability Officer, that is Sandra Roscoe, is your first point of contact within your department and is there to help you with arranging any support within the department that you need. She is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

At Imperial College London we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. Therefore, it is important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. This service is strictly confidential between you and the relevant College personnel and support services.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)

More information on Departmental Disability Officers is available at:

 <https://www.imperial.ac.uk/disability-advisory-service/current-students/support->

[available/departmental-disability-officers/](#)

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](http://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)

Bioengineering Departmental Disability contact:



Geethma Aponso



323A, 3<sup>rd</sup> Floor, Royal School of Mines, South Kensington campus



[g.aponsu@imperial.ac.uk](mailto:g.aponsu@imperial.ac.uk)



[Student wellbeing | Faculty of Engineering | Imperial College  
London](#)

To book an appointment: [Bioengineering Student Wellbeing Appointments \(office365.com\)](#)

## Disability Advisory Service

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up to date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

You can find about more about the Disability Advisory Service on the website at:

<http://www3.imperial.ac.uk/disabilityadvisoryservice>

## Disabled Students Allowance

All home students who are UK residents, pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance, which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan you will not be

expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long-term health problems are also eligible



## Postgraduate coaching

As well as professional development opportunities, the Early Career Researcher Institute has a dedicated coaching programme designed to help you through challenging times. The **Postgraduate student coaching programme** has been established to provide an opportunity to talk, independently from your academic department, about challenges you may be experiencing during the course of your studies. The programme primarily focuses on building effective working relationships and there may be other self-development issues that you can explore with a trained coach.

 [www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/](http://www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/)

## Attributes and Aspiration Short Course

Attributes and Aspirations (AA) is an online short course that supports you to develop career planning and transferable skills. AA is flexible, has no assessments and can be accessed whenever you need it allowing you to proactively plan for your future. You can also use AA to develop key skills such as critical thinking, problem solving and time management. These will help you be a better student and are essential for your future - whether you choose to move to further study or to a job in industry.

AA is designed specifically for Imperial master's students. The Postgraduate Education Team worked with the Careers Service to design AA so that it works for you. We researched and talked to organisations that hire master's students, PhD course coordinators and alumni to make sure the skills and techniques taught in AA are those that you really need for your professional future. For further information, please see the AA web pages.

 [www.imperial.ac.uk/students/attributes-and-aspirations](http://www.imperial.ac.uk/students/attributes-and-aspirations)

## Your Union

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

### Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinarys, College accommodation, and internal and external signposting. Contact [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.

 [www.imperialcollegeunion.org/advice](http://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 Imperial.

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](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

## Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the university and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there's something you would like to discuss or change.

## Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of life at Imperial, including your student records and enrolment (letter of registration for proof of your student status, transcripts and awards), fees and finance, accommodation and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub is on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

 [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)

## Student Support Zone

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](http://www.imperial.ac.uk/student-support-zone)


## Centre for Academic English

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator on your degree programme as well as in the workplace. From the very beginning of your degree and all the way through, we're here to help you realise your potential.

To achieve this, we've designed a flexible academic STEM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the resources you need wherever you need them. These resources are the result of close collaborations with departments and so will meet your communication needs for Imperial written and spoken course assignments.

To find out more about what is available for you, visit the Centre for Academic English website.

### Centre for Academic English

 Level 3, Sheffield Building, South Kensington Campus

 [english@imperial.ac.uk](mailto:english@imperial.ac.uk)


 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)


## Useful support contacts

### Health and wellbeing

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.

#### Imperial College Health Centre


 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 [imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net)

 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)


#### Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus

 020 7589 6623

 [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)


#### Student Counselling and Mental Health Advice Service

 020 7594 9637

 [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)

 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

#### Multi-Faith Chaplaincy Service


 15 Prince's Gardens, South Kensington Campus

 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)

 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

#### Disability Advisory Service


 Room 566, Level 5, Sherfield Building, South Kensington Campus

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)


#### International Student Support

 020 7594 8040

 [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/)

#### Careers Service

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024

 [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)

 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

## Accommodation

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 3300


 [accommodation@imperial.ac.uk](mailto:accommodation@imperial.ac.uk)


 [www.imperial.ac.uk/students/accommodation/prospective/pg/](http://www.imperial.ac.uk/students/accommodation/prospective/pg/)

 [www.imperial.ac.uk/students/accommodation/private-accommodation/](http://www.imperial.ac.uk/students/accommodation/private-accommodation/)

## ICT and software

ICT Service Desk

 Abdus Salam Library, South Kensington Campus

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

Software shop

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

## 12. Student Administration

The Student Administration team are responsible for the administration and maintenance of the student records for all students studying at Imperial. 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 and Transport for London, as well as other external bodies.


The team are 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 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.


Each document has a unique QR code with the official university watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:


 [www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/)

### Student Records

 +44 (0)20 7594 7268

 [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree Certificates

 +44 (0)20 7594 7267

 [certificates@imperial.ac.uk](mailto: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.

### Imperial College Union

The Union's range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

 [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

 [www.imperialcollegeunion.org/activities/a-to-z](http://www.imperialcollegeunion.org/activities/a-to-z)

### Move Imperial

Imperial has a wide range of sports and activities on offer that cater for all experience levels 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.

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

 [www.imperial.ac.uk/ethos/memberships/students/](http://www.imperial.ac.uk/ethos/memberships/students/)

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 [www.imperial.ac.uk/sport](http://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 Move More campaign, more information can be found at:

 [www.imperial.ac.uk/sport/get-active/move-more-programme/](http://www.imperial.ac.uk/sport/get-active/move-more-programme/)

## 14. Student feedback and representation

Imperial and Imperial College Union are 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/representation/a-to-z](http://www.imperialcollegeunion.org/representation/a-to-z)

All courses will have nominated student representatives, we encourage representation from students registered for full time MRes programme. The student representative(s) will be required to attend course committees and encouraged to feedback to the Course Directors on all matters relating to the programme of study. If you are interested in becoming a student representative, please contact [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

### 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. Imperial good practice guidelines for staff-student committees are available here:



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

Staff-Student Committees take place once a term. As a Student Rep you will be e-mailed the details of the meeting and be encouraged to collate feedback from your fellow students before the meeting, so that any issues can be discussed during the meeting.

## 15. Student Surveys

Your feedback is important to your department, university and Imperial College Union. Whilst there are a variety of ways to give your feedback on your university experience, the following surveys give you regular opportunities to make your voice heard:

- **Module Evaluation Questionnaire (MEQ)**

The MEQ is your chance to tell us about the modules you have attended. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.

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

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](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)



## 16. And finally

### Alumni services

When you graduate you will be part of a lifelong community of over 250,000 alumni, with access to a range of exclusive benefits including:

- discounts on further study at Imperial and at Imperial College Business School
- an alumni email address
- networking events
- Library membership and access to a bank of online resources, webinars and events via our alumni platform Imperial Plexus
- careers support for up to three years after you graduate as well as networking opportunities and professional development events
- access to our Alumni Visitor Centre at the South Kensington Campus, a co-working community space with free Wi-Fi, a bookable meeting room and complimentary refreshments

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.



[www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)

### Opportunities for further study

After you have completed the MRes Cancer Technology you may choose to pursue a PhD programme within Imperial. For more information, please visit: <https://www.imperial.ac.uk/bioengineering/study/career/>