Imperial College London

Faculty of Engineering
Department of Bioengineering

MRes Neurotechnology
Student Handbook
2020-21

Contents

Welcome to Imperial College London and the Graduate School!

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

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

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

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

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

The Graduate School

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

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

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

'Masterclass' professional skills courses

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

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

All courses can be booked online.

Contact us

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 1383

✉ graduate.school@imperial.ac.uk

💻 www.imperial.ac.uk/graduate-school

Welcome from the Graduate Students' Union (GSU)

I am delighted to welcome you to the Imperial College and the Graduate Students' Union (GSU). I hope you have a fantastic time here.

The Graduate Students' Union is a university-wide representative body elected by postgraduate students. Our job is to stand up for your interest as a postgraduate and ensure that you have the most enjoyable and beneficial time possible at Imperial. As the GSU President, I want to emphasise that it is postgraduate students that Imperial is relying on to maintain its position as a Top 10 university in the world, therefore, your voices really do matter!

This year, our GSU Committee will keep improving postgraduate well-being by increasing the quality of supervision and by creating strategies to tackle mental health issues. Meanwhile, we will also try to strengthen the relationship with enterprises, so that we can co-organize more campus activities, negotiate job and internship opportunities for our postgraduate students and raise more money for our social and recreational events.

We also realised your learning, researching and job/internship application in this year might be terribly influenced by the COVID-19 pandemic. This might also be worrying you. To minimise the effects and guarantee that your voices are heard, my team and I will meet you through online or offline channels, collect your opinions and ideas, and advocate them to the university.

This GSU Committee is ready to serve for you. We are happy to answer your questions and fully expect to receive your feedback. I wish you all the best at Imperial. Please stay happy and healthy!

Zixiao Wang

President of Graduate Students' Union

Imperial College London

Email: gsu.president@imperial.ac.uk

Our Principles

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

Imperial will provide through its staff:
- A world-class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

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

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

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

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

Useful dates

Term dates

Autumn: 3 October 2020 - 18 December 2020
Spring: 11 January 2021 - 26 March 2021
Summer: 26 April 2021 - 25 June 2021

Closure dates

Christmas/New year: 24 December 2020 – 1 January 2021
(College reopens on 4 January 2021)

Easter Holiday: 1 April 2021 – 6 April 2021
(College reopens on 7 April 2021)

Early May Bank Holiday: 3 May 2021
Spring Bank Holiday: 31 May 2021
Summer Bank Holiday: 30 August 2021

Key events

Great Exhibition Road Festival: 3 -4 July 2021

For a full list of key dates, visit
https://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/.

2. Introduction to the Department

Welcome to the Department

…from the Head of Department

I am delighted to welcome you to the Department of Bioengineering at Imperial College London, and to congratulate you on gaining admission to Imperial. You have made a wise choice: Imperial is an outstanding university, and bioengineering is an exciting field that has a great future; bioengineering is the one field of engineering where engineers directly work to make sure people are fit and well, to maintain health, and to help manage ageing; this will never "go out of fashion" and can only grow as technology drives ever-stronger links between engineering, medicine, and the life sciences. We know that society is under the shadow of a global pandemic and bioengineering is well-positioned to not only address these problems that currently exist, but also ensure that we are prepared for future. You will have seen from our summer masterclasses and seminars with our leading researchers that their work is influencing policy, practice, and technology for patient benefit right now.

So, the Department of Bioengineering has a history that goes back to the 1960s, and yet we are very focussed on the future of this new and fast-developing field of engineering. I hope that you will be energised by the excitement within the Department as we educate the leaders of tomorrow (that's you!) and advance the frontiers of knowledge in this area.

Of course, university is about more than just the formal curriculum: and, whether you are able to come to West London this October, or are planning to join us on campus from January, I am confident that here you will form lasting friendships and develop interests that will persist long after you have left Imperial. I hope that you will sample all that the Department and College have to offer outside the classroom. On behalf of the Department, I wish you all the best during your studies here.

Professor Anthony Bull FREng
Head of Department
September 2020

…from the Director of the MRes Neurotechnology

Congratulations on securing your place on the MRes in Neurotechnology at Imperial College London. On behalf of our department, I extend a very warm welcome to you! Neurotechnology is a rapidly evolving discipline and our course is designed to provide the knowledge and the skills to enable you to make your mark in this exciting field.

The MRes is a one-year full-time programme that for 2020/21 will be delivered via a combination of online and on-campus learning. The programme is structured in two sections: the first is an intensive taught element which will enrich your knowledge of relevant subjects such as neuroscience, enhance your skills in critical evaluation of scientific literature, writing and presentation, and develop your abilities in programming and statistical analysis. The second part of the programme is an extended research module: here you will become embedded in one or more research groups, as part of a multidisciplinary team, and you will develop and lead an independent project.

Imperial is home to so much world-leading research, and offers a unique opportunity for collaborative work, with students and staff who come from all over the world. We hope you take all of the opportunities available to you to perform outstanding multidisciplinary research here and to enjoy the diversity and vibrancy of our College and our city.

Research is always challenging but can be deeply rewarding. I hope that you find your studies with us exciting, and truly encourage you to excel and push the boundaries of the field. Your research journey starts here…I wish you good fortune!

Dr Andrei Kozlov
Director of the MRes Neurotechnology
September 2020

…from the Director of Postgraduate Studies

A warm welcome to the Department of Bioengineering at Imperial College London. and congratulations on your achievements that have brought you to the leading department for bioengineering in the UK. As Director of Postgraduate Studies (Research), I work with the Student Office, the Postgraduate Tutor, your supervisor, and your mentor to optimise your experience as a research student in the Department. Imperial may be very different to any other institutions where you've studied and although completing a research degree requires you to take responsibility for your own learning and welfare, there are plenty of people and resources to support you in doing so; make the most of them!

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 is likely the largest project that you ever have taken on as an individual. I hope that you can take ownership of your project, make it yours, and enjoy the journey from start to finish.

The Department of Bioengineering is young, dynamic, and extremely interdisciplinary. I am confident that you will find it to be a lively and inspiring place and I urge you to take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds and research focuses. Whether you are based in London this autumn, or overseas, I look forward to meeting you at our online departmental seminar series and in our virtual lecture halls.

Wishing you all the best for a successful upcoming year,

Dr Angela Kedgley
Director of Postgraduate Studies (Research)
September 2020

Key MRes Neurotechnology student contacts

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Director of MRes Neurotechnology

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Director of Postgraduate Studies
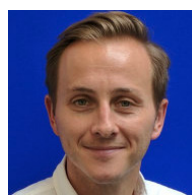
Dr Adam Celiz
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Deputy Director of Postgraduate Studies

Professor Tom Ellis
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Senior Tutor for Postgraduate Research
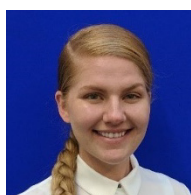
Ms Melanie Albright
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Student Programmes and Department Process Development Manager
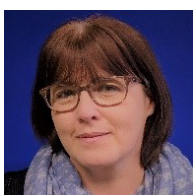
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Mr Ken Keating
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Departmental Safety Officer

Ms Edit Toth
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Office Manager and IT Coordinator
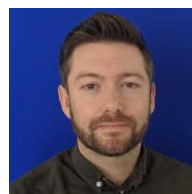
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Industrial Liaison Manager

Ms Sandra Roscoe
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Student Wellbeing Adviser

Full list of academic and professional services staff:
www.imperial.ac.uk/bioengineering/people/

General roles and responsibilities guidance:
http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/

3. Departmental registration, access and resources

Registration and collecting your ID card

You must register online before your programme start date. Instructions on how to do so are at www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/. If you have forgotten your password or are unable to log on to Student e-Service, please email engineering.admissions@imperial.ac.uk, providing them with your CID number.

During and/or after the registration process, you should upload a recent photograph of yourself (conforming to Passport standards and less than 30 Mb in size) for your College identity card; you will need this card to gain access to the Department and other College facilities.

NB: Before you can be issued with your ID card you must complete the Day One Safety Induction.

Due to restricted access to campus in 2020, your initial Day One Safety Induction will be done online via the link below. This 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 that your induction has been done. This email can then be used to obtain your college ID card. The department will email you instructions on how to obtain your ID card closer to the start of the academic year.

If you are planning to obtain your ID card in person on campus, then you will need to show the Day One Safety induction completion email to staff at the ID Card Office (Security) on Level 1 of the Sherfield Building at the South Kensington Campus. This office can also have your photograph taken if you were unable to upload a suitable photograph. Please bear in mind that the ID Card Office has restricted hours in 2020 and will have long wait times during the first week of term.

Accessing the Department

The Department is jointly based in the Royal School of Mines (12 on South Kensington map) and Bessemer (11) buildings on the South Kensington Campus and the Sir Michael Uren Biomedical Engineering Research Hub in White City: www.imperial.ac.uk/visit/campuses.

A free shuttle bus runs between the South Kensington, White City and Hammersmith campuses on weekdays. Note that this will have restricted access in 2020/2021 due to the need to comply with social distancing policies. Seats will be prioritised for researchers needing to be on both campuses on the same day, rather than those who may be using it as part of their commute. You must pre-book your journey and show your College ID card to board: www.imperial.ac.uk/estates-facilities/travel/shuttle-bus.

Swipe Access

Your ID card will give you access to the Department and laboratories (where appropriate/requested).

However, for those starting in 2020, you will not be able to begin on-campus work immediately and are instead asked to plan in advance with your supervisor for a scheduled date to switch from remote working to working on-site. In advance of this date, you will need to book an on-site work safety induction for your first day from the departmental technician team in order to go over the local COVID19-specific rules and be given appropriate PPE. After this your group members can help you get to know the campus, buildings and rules and requirements. COVID19-specific rules are updated at the below link.

https://www.imperial.ac.uk/bioengineering/admin/info/safety/ResearchReturn/

In the interests of safety and security, please:

- Do not prop doors open
- Do not allow tailgating (someone following you into an access-restricted area)

The Department is available to PhD students from Monday through Sunday between 07:00 and 23:59. If you need to arrange other access please speak to your supervisor or the Student Office. College Security is strict about this and comes down heavily on those who do not comply. If you have any problems with your ID card, please complete the Access Request form at

www.imperial.ac.uk/bioengineering/admin/info/swipe/.

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:

1. Get permission from your supervisor and the lab lead PI.
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out (for more information, see Link to Swipe access information: www.imperial.ac.uk/bioengineering/admin/info/swipe/)
3. Complete the online access request, including uploading the completed induction form.

Computer access and College network

Computer access is available in RSM G.08 and RSM 3.06 which can be used is 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/.

Imperial Mobile app

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

www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

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

You can download the App from the Apple or Google App Stores.
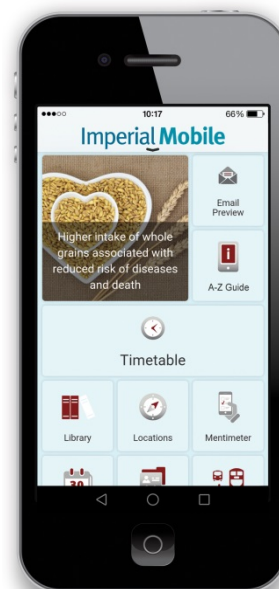
Imperial Success Guide

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

www.imperial.ac.uk/success-guide
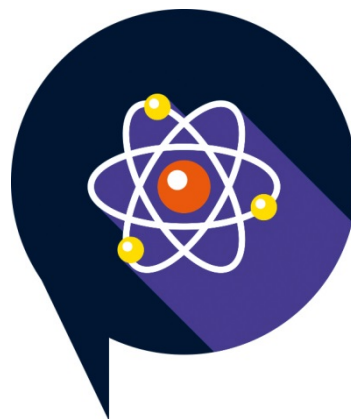
Rules for using the College network

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/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

View the Conditions of Use of IT Facilities:

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

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 https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/ for information on using this service. 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.

Blackboard

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 before the assignment deadline.

4. 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).

What are the 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 PEIs at:

IET:

http://www.theiet.org/

IMechE:

http://www.imeche.org/

IOM3:

http://www.iom3.org/

IED:

https://www.institution-engineering-designers.org.uk/

You can find out more about the Engineering Council at:

http://www.engc.org.uk/

5. Your MRes Journey

Programme overview

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: http://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/.

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 neurotechnology, 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 Weightings		
Element	Module	% Module Weighting (in element)
Taught Element (22%)	Neuroscience	33.3r%
	Computational and Statistical Methods for Research	33.3r%
	Frontiers in Neurotechnology Research	33.3r%
	Topics in Neural Engineering	0%*
Research Element (78%)	Planning report	13%
	Poster presentation	13%
	Thesis	61%
	Oral presentation	13%
* assessment for Topics in Neural Engineering is pass/fail only and does not contribute to the degree mark		
In addition to the above, you are required to take the compulsory online course in plagiarism awareness and at least two professional skills courses run by the Graduate School.		

Assessments

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 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 (see page 33).

Neuroscience

Assessed through a written examination at the start of term 2.

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 Neurotechnology Research

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 Neural Engineering

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

<u>Selecting modules through DSS</u>

You must select elective modules through the Departmental Student System (DSS) by the end of week one. Log in to your DSS profile for instructions on how to do so: www.imperial.ac.uk/dss. 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.

NB: As noted above, the usual assessment for elective modules will be via a brief written report and not the examination or any other methods described in the module descriptors. 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.

Progression

In order to pass the MRes, a student must:
- Achieve an aggregate of at least 50% in each element
- Pass each module at 50%
  At the discretion of the Exam Board, up to 15 ECTS worth of modules having marks below 50% may be condoned (considered a pass) as long as their respective element mark is 50% or greater.

In order to gain a Merit classification, a student must achieve an aggregate of at least 60% in each element. In order to gain a Distinction classification, a student must achieve an aggregate of at least 70% in each element.

Find out more about the UK grading system at https://www.imperial.ac.uk/students/success-guide/ug/assessments-and-feedback/improving-through-feedback/understanding-grades/.

Examination and finishing your degree

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

It is inappropriate for you to submit complaints or representations directly to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.

A summary of External examiners reports from the previous academic year can be found at www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/.

Staying in touch

Alumni services

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/.

You can also expand your network by meeting with the Department's alumni; find out more about them at http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

We value our alumni and hope you will stay in touch with us once you've completed your degree. As part of a lifelong global community of over 190,000 alumni, you'll have access to a range of alumni benefits, from discounts and networking events to access to useful resources and more.

Visit the Alumni website to find out more: www.imperial.ac.uk/alumni.

Opportunities for Further Study

After you have completed the MRes, you may choose to undertake a doctoral degree in Bioengineering: http://www.imperial.ac.uk/bioengineering/study/postgraduate-research/doctoral/.

To find out more about what graduates have gone on to do, visit:

http://www.imperial.ac.uk/bioengineering/study/career/.

6. Resources to complement your MRes

We believe that the Department of Bioengineering and, more broadly, the College are welcoming and lively places. With plenty of events happening throughout the year, we encourage you to get involved and make the most of the opportunities available to you.

Find out more at:
https://www.imperial.ac.uk/students/
http://www.imperial.ac.uk/bioengineering/whats-on/

Lectures, seminars and more

Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible and link them to the appropriate module page on Blackboard.

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 the link. If you cannot access a recording, please speak to the Student Office.

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

Microsoft Teams

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

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. A register will be taken at the end of each session.

Centre for Neurotechnology and Departmental seminars

The Centre for Neurotechnology hosts monthly seminars on a variety of topics in neurotechnology. You must attend Centre seminars regularly and will report on one of the seminars attended as part of the *Frontiers in Neurotechnology Research* module. Details of the seminar series are on the Centre website: www.imperial.ac.uk/neurotechnology/news-and-events/events.

During term, the Department hosts seminars on Wednesdays at 16:00 bi-weekly with guest speakers talking about a range of academic topics relevant to Bioengineering. In light of the partial remote working due to COVID, the 2020-21 programme features many internal speakers so that you will have additional opportunities to find out about the research ongoing within the department.

Since the Department's research covers a broad range of subjects, many—probably most—of the seminars will not be directly related to your project. Even when a seminar is not in your area, however, it

can often spark ideas or new knowledge about methods that will be of value to your research. In this respect, the Department offers a truly interdisciplinary research environment, giving you a unique opportunity to broaden your scientific horizon.

Full details can be found at https://www.imperial.ac.uk/bioengineering/whats-on/events/.

Career development opportunities

Get involved in outreach

The Department of Bioengineering hosts and participates in many outreach and public engagement events. For more information and to get involved:

- Contact Jayne Shaw, the Department's Admissions and Outreach Manager: jayne.shaw@imperial.ac.uk.
- Visit www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/.
- Find out more about Outreach Postgraduate Ambassadors (OPA) at www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opa/.

Departmental Careers Adviser

Students in the Department can seek advice and help with career planning from Robert Ferguson, the Industrial Liaison Manager. Working with a range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally, Robert can help you with your Bioengineering-related career plans through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Advice about job, internship or year-in-industry searching
- Help with applications and interviews

Information about Bioengineering careers is at http://www.imperial.ac.uk/bioengineering/study/career/.

Alternatively, if you have any questions or would like to arrange a meeting, contact Robert directly: robert.ferguson@imperial.ac.uk.

Imperial College Careers Service

In addition to help from within the Department, you also have access to a careers consultant and placement and internship adviser at the College's Careers Service, located on Level 5 of Sherfield. Visit the Career Service's website to book a careers appointment and find resources and advice for successful career planning: www.imperial.ac.uk/careers.

See the College's Placement and Learning Policy at http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/.

Vitae UK

Vitae (http://www.vitae.ac.uk) is a national organisation championing the personal, professional and career development of postgraduate researchers and research staff in higher education institutions and research institutes. They provide resources, advice, information and fora for individual postgraduate researchers who are interested in their professional development and careers.

Library services and IT

Library

The Central Library at South Kensington is open long hours for socially distanced study for silent study including bookable study rooms. As Governmental guidance is rapidly changing make sure you check

the Library website for up-to-date opening times. The Library offers a range of training workshops, over 244,172 electronic books, 128,000 journals and 695 databases available both on and off campus as well as a free document delivery service to help you source books and articles from around the UK and the rest of the world: www.imperial.ac.uk/library.

The Bioengineering librarian is **Ms Eleni Zazani**. You can contact her for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more: e.zazani@imperial.ac.uk or 020 7594 8880.

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 or 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) or our IT Support Officer (Edit Toth, 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.

Please see the Conditions of Use of IT Facilities at www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/.

Software shop

The Software shop offers a variety of general and subject-specific software programs and packages for free or at a discounted price for Imperial students: http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/. Please check with Edit Toth, e.toth@imperial.ac.uk, before placing software orders, as the Department may already have what you are looking for.

Student feedback

A great way to complement and *improve* your MRes is by providing feedback. The Department values your feedback and there are multiple mechanisms through which you can provide it. From talking to your student representatives, the Student Office or the Director of Postgraduate Studies to answering confidential surveys, your feedback is always welcome and encouraged.

Departmental Staff-Research Student Committee

The Staff-Research Student Committee serves as a forum for exchange of students' views and experiences and as a mechanism for compiling students' feedback and suggestions. The committee meets termly, with feedback disseminated to students after each meeting by the student representatives. In addition, information from these meetings is collected by the Student Union in order to present a global view of the College.

More details can be found at http://www.imperial.ac.uk/bioengineering/admin/research/srsc/ and http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/.

Confidentiality report

Students can submit a confidential report (not seen by their supervisor) to the Director of Postgraduate Studies or Postgraduate Tutor: https://imperial.eu.qualtrics.com/jfe/form/SV_8qCzPUPFsTJOrf7.

Student surveys

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

Whilst there are a variety of ways to give your feedback on your Imperial experience. This academic year the College will be asking students to take part in the Postgraduate Research Experience Survey (PRES). This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students.

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

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

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

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

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

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

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

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

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

surveys.registrysupport@imperial.ac.uk

7. Health and safety

COVID-19

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:
www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

What measures to expect in the Autumn Term?
Arrangements may change, but on current plans, as a minimum you can expect:

Welcome pack
On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

Good infection control
The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

Hand sanitisers and multi-surface cleaning wipes
Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Social distancing
You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

Face coverings
On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose. It is essential to wear the face covering everywhere except in the Library (when studying).

For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.

The College's Health and Safety Policy can be found at:
www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Safety in the College and the Department

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance. We expect everyone interacting with the Department to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

As each student is responsible for their own health and safety and that of others affected by their College-related work and leisure activities, you must

- Comply with all local and College policies, procedures and codes of practice and with the arrangements that the College has in place to control health and safety risks.
- Ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health to the appropriate person.
- Not interfere with any equipment provided for health and safety.
- Inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

In addition, since security and safety are closely linked, keep the building secure and safe by following the below simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building, particularly out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.

As a student, you must also not work alone, unsupervised nor out of hours.

The Department will provide, manage and maintain a work environment that is, so far as is reasonably practicable, safe and where risks to health are controlled. The Department and College will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety. Specific methods of research and the safety of this is the responsibility of the principle investigator.

All major health and safety decisions are made by the Departmental Safety Committee, who meets termly: https://www.imperial.ac.uk/bioengineering/people/committees--supplementary-roles/.

The College's Health and Safety Policy can be found at https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/.

Further information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety.

Department-specific safety information regarding processes and procedures can be found at https://www.imperial.ac.uk/bioengineering/admin/info/safety/.

It is essential that you familiarise yourself with the information on these sites.

Departmental Safety Manager

Ken Keating (k.keating@imperial.ac.uk)
Room B2011a – Bessemer building level 2
020 7590 250 478

Safety induction

Laboratories and workshops

You are required to undertake a safety induction as soon as possible upon joining the Department. Due to restricted access to campus in 2020, your initial Day One Safety Induction will be done online via the link below. 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 – September 2020

1. Complete the online version of the [Day 1 Safety Induction to enable the new ID card to become active](#)

2. Discuss expectations and needs for lab and any essential office use with supervisor. Then complete the Department's [Safety Registration form](#)

3. Supervisor to then submit request for [Bioengineering Access](#)

4. After access request is granted, new starter should:
   a. Read the [Post Covid-19 Working Rules website](#)
   b. Arrange a date and time to meet the group member who will oversee the in-person lab induction
   c. Book that date and time for the lab induction visit into [OfficeSpace](#), choosing a bench position in the bookable lab for this time
   d. Arrange first day on site appointment with the technical team by emailing them: bioeng-tech@imperial.ac.uk

5. On date of lab induction, new starter to meet the group member at the building entrance and **go see the technical team** for the Covid19 work induction.
   a. PhD and MRes students can collect their ID cards from the technical team
   b. Staff (inc. postdocs) need to get ID cards from the Sherfield Bldg. ID card office
   wear face-coverings and obey social distancing at all times

6. Group member to give a **general building tour and introduction to the new starter** (use [Day 1 Safety form information as guide](#))
   wear face-coverings and obey social distancing at all times

7. Group member to give in person **Lab Induction** to the new starter, describing the local rules of lab work and also of covid19-related considerations.
   wear face-coverings and obey social distancing at all times

8. **Training** in the labs for the new starter is to be done by other group members and should be done trying to keep **1 m+** distance as much as possible. When closer work for more than 5 minutes at-a-time is required for proper training, both the new starter and group member must wear either FPP3 grade masks or a face visor plus face-covering. Please see the technical team if these are required.

9. **Card access requests** for labs and restricted areas are to be done online as usual after the room-specific inductions are done. The link for these is given below:
   https://www.imperial.ac.uk/bioengineering/admin/info/swipe/

10. Working out of standard hours (as listed on the website) will require an out-of-hours and or lone working request as is normal procedure.

The usual, non-COVID-times, procedure is given in the below diagram A
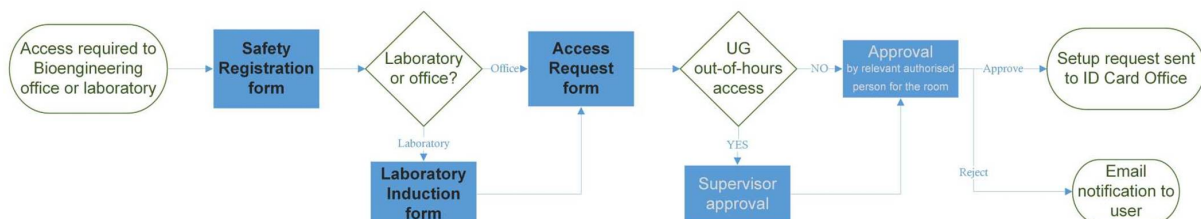
Accidents and near misses

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 any and 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) 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/.

Emergency procedures

In an emergency, dial 4444 (internal) or 020 7589 1000 (external). This line is supported 24 hours a day. State your exact location, name and extension number. Security Control will immediately mobilise the required emergency services.

NB: Do not ring 999 while on campus—instead call Security, who will coordinate this to ensure that emergency services gain site access.

SafeZone

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

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

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

Fire alarms

If you discover a fire, immediately press the nearest red alarm call point and warn people in the vicinity. Evacuate the building via the stairs and be ready to tell Security and Fire Officers where the fire is. The emergency evacuation alarm is a continuous siren in the building.

More information about fire safety is available at http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.

Building evacuation

Familiarise yourself with the various evacuation routes and use the nearest staircase. Only head for the main staircase in RSM if it is your closest evacuation route, as it can get very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a "running man". The South Kensington assembly points can be found at http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/sk-assembly-points/.

In the event of a fire alarm, all doors are automatically released from swipe card control. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not delay evacuation to collect personal belongings.

Personal Emergency Egress Plan (PEEP)

A PEEP is required for anyone that may have impaired egress during an emergency situation, this could be a permanent PEEP (for example disability), or temporary (for example injury). To arrange a PEEP, please see the college guidance and contact the Departmental Safety Manager: www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/.

First aid

Local emergency help is provided by qualified physical and mental health first aiders. A list of these contacts can be found at https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-fire-wardens/ and https://www.imperial.ac.uk/bioengineering/admin/info/safety/mental-health-first-aiders/.

Note that as remote working is increased at this time it is advisable to call Security as required 4444 (internal), 020 7589 1000 (external).

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.

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 handing 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/working-with-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/working-with-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 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-at-work/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.

8. Wellbeing and support

Pastoral care

The Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. We take the welfare of our students seriously and will provide all the help we can if you encounter any problems. Below is a list of postgraduate research (PGR) student support contacts and resources, both in the Department and beyond.

Departmental Student Office PGR contact: bg-pgr@imperial.ac.uk

Bioengineering Confidential Feedback form:
https://imperial.eu.qualtrics.com/jfe/form/SV_8qCzPUPFsTJOrf7

Who	What can they help with?	How to contact them
Director of PG Studies (Research): **Angela Kedgley** Deputy DPS (R): **Adam Celiz**	Oversight of the Department's research programmes, including: ➢ Providing academic advice in cases where a student's supervisor cannot help ➢ Providing general and pastoral student support	a.kedgley@ic.ac.uk 020 7594 0747 | Uren 514B a.celiz@ic.ac.uk 020 7594 1049 | Uren 319B
YOUR SUPERVISORS	Oversight of your research progress from start to finish, including: ➢ Further advice on academic issues ➢ Support for personal matters ➢ Guidance on training and development	In person, by email or phone
MRes Programme Director: **Andrei Kozlov**	Oversight of the MRes Neurotechnology programme, including: ➢ Providing general and pastoral student support ➢ Advice on academic issues ➢ Guidance on training and development	a.kozlov@imperial.ac.uk +44 (0) 20 7594 1338
Senior Tutor for Postgraduate Research: **Tom Ellis**	➢ Responsibility for the Department's postgraduate students' welfare ➢ Advice on matters that you would rather not discuss with your supervisor or mentor	t.ellis@imperial.ac.uk +44 (0) 20 7594 7615 Bessemer 7.04
Student Wellbeing Advisor: **Sandra Roscoe**	Wellbeing advice and mentoring	s.roscoe@imperial.ac.uk 020 7594 5181
Bioengineering Student Office PGR contacts: **Jayne Stringer** **Melanie Albright**	All aspects of postgraduate research student administration, including: ➢ General welfare and pastoral support ➢ Advice on regulations, policies and procedures ➢ Student progress and registration changes	bg-pgr@imperial.ac.uk RSM 3.21c 020 7594 8157 020 7594 5122
Centre for Neurotechnology Manager: **Kate Hobson**	MRes Neurotechnology/Centre for Neurotechnology queries, including: ➢ General welfare and pastoral support ➢ Advice on regulations, policies and procedures ➢ Milestones and assignments submissions ➢ Centre seminar series	k.hobson@imperial.ac.uk 020 7594 5101 CDT space
Departmental student representatives	Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union	Reps for each MRes programme will be elected shortly after the start of the academic year.
College and Faculty Support	http://www.imperial.ac.uk/health-and-wellbeing/	
Faculty Senior Tutor: **Lorraine Craig**	Academic and personal student support	l.craig@imperial.ac.uk 020 7594 6436
Bioengineering Department Disability Officer: **Sandra Roscoe**	Disabilities and additional support	bg-ddo@imperial.ac.uk 020 7594 5181

Student-supervisor partnership

The College has created a document summarising the mutual expectations of the MRes Student-Supervisor Partnership to help establish effective working relationships between students and supervisors:

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-degree-Student-Staff-Partnership.pdf.

In addition, please see how supervision roles are defined at https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/qa/public/good-practice/roles-and-responsibilities/Roles-&-Responsibilities---Masters-Main-Project-Supervisor.pdf.

Physical and mental health

Student Wellbeing Adviser

Contact details for the Bioengineering Student Wellbeing Adviser Sandra Roscoe can be found on the previous page. You can also visit the departmental wellbeing pages at

https://www.imperial.ac.uk/bioengineering/student-wellbeing.

Student Support Zone

The Student Support Zone is the central point for information on health and wellbeing:

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

NHS Health Centre and finding a doctor

Even if you're fit and healthy, we recommend you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP, visit www.imperial.ac.uk/student-space/here-for-you/find-a-doctor.

If you're feeling unwell, you may visit the Imperial College Health Centre on our South Kensington Campus during clinic hours. If you live within the practice catchment area, we encourage you to register with them. Visit them at www.imperialcollegehealthcentre.co.uk or contact them directly at 020 7584 6301 or imperialcollege.hc@nhs.net.

NHS Dentist

The Imperial College Dental Centre, based in the Imperial College Health Centre, offers a full range of NHS and private treatment options: www.imperial.ac.uk/student-space/here-for-you/dentist.

Physical activity and sport

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

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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

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

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

www.imperial.ac.uk/sport

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

www.imperial.ac.uk/sport/movefromhome

Counselling and mental health

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at South Kensington, Hammersmith and Silwood Park: www.imperial.ac.uk/counselling.

The Student Support Zone website has useful information on dealing with stress and where to find additional help and support: http://www.imperial.ac.uk/student-support-zone.

If you or a friend suffer(s) from stress or depression:

- Contact the Health Centre (details above) or the Student Counselling Service at 020 7594 9637 or counselling@imperial.ac.uk.
- If you feel you can, contact someone in the Department, such as the Director of Postgraduate Studies or the Postgraduate Tutor (contact details on page 26 of this handbook).

Support for international students

English language support

The Centre for Academic English provides free in-sessional English courses and tutoring for international students while they are studying: http://www.imperial.ac.uk/academic-english/.

International Student Support team

Our International Student Support team offers year-round support to help international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest: www.imperial.ac.uk/study/international-students.

Visa compliance

While in the UK on a student visa, you are required to comply with the conditions of your visa, namely being engaged in full-time study for its duration. You should therefore be aware that if you need to take time out from your programme for any reason (*e.g.* an interruption of studies), you may be in breach of your visa conditions unless you return home.

In addition, the UK Visas and Immigration (UKVI) require the College to monitor attendance for overseas students. Any student not in attendance at the College (*e.g.* missing lectures or meetings with their supervisor) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

For further information, please get in touch with the College's International Student Support team.

Support for students with disabilities

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all students with disabilities or specific learning difficulties. If you think you may have dyslexia or another specific learning difficulty, but have never been formally assessed, the Disability Advisory Service offers initial screening appointments: www.imperial.ac.uk/disability-advisory-service.

Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk

Departmental Disability Officers

Departmental Disability Officers are the first contact point within your department. They facilitate support within your department.

The Bioengineering Disability Officer is Sandra Roscoe, reachable at 020 7594 5181 or

bg-ddo@imperial.ac.uk.

More information on Departmental Disability Officers is available at www.imperial.ac.uk/disability-advisory-service/support/ddos.

Disabled Students Allowance

All home students who are UK residents, pay home fees and who have a disability can apply for the Disabled Students Allowance to pay any costs that are a direct result of disability. As this is a grant, you are not expected to pay it back. Contact disabilities@imperial.ac.uk for details on how to apply.

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

Religious and faith support

The Chaplaincy Multi-faith Centre has chaplains from different religions, prayer rooms and information on places of worship. It runs meditation classes and mindfulness workshops for stress management. Find more information, including on student-led events, at www.imperial.ac.uk/chaplaincy.

Student administration support

Registry

The Registry offer guidance and support on a range of academic matters. Visit them online at http://www.imperial.ac.uk/admin-services/registry/.

Student Hub

The Student Hub represents a single contact point for all key administrative information and support, with the team being able to help with a range of queries, including about accommodation, visas, financial support and tuition fees as well as records and regulations. Located on Level 3 of Sherfield, you can reach the Student Hub at 020 7594 9444 or student.hub@imperial.ac.uk. You can also visit them on the Web at www.imperial.ac.uk/student-hub.

Student Records and Data

The Student Records and Data team are responsible for the administration and maintenance of the student records, including enrolments, programme transfers, interruption of studies, withdrawals, processing examination entry, results and awards. They also produce a variety of standard documents for current and previous students, such as council tax, attendance and degree confirmation letters.

Student Records and Examinations

020 7594 7268
student.records@imperial.ac.uk

Degree certificates

020 7594 8037
certificates@imperial.ac.uk

For more information, visit https://www.imperial.ac.uk/student-records-and-data/.

Financial support

Student Financial Support

If you have any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans), contact the Student Financial Support team at 020 7594 9014 or student.funding@imperial.ac.uk.

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid. Find out more at www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/.

Tuition Fees

For tuition fees queries, contact the Tuition Fees team at 020 7594 8011 or tuition.fees@imperial.ac.uk.

Accommodation support

Further information about finding housing can be found at http://www.imperial.ac.uk/study/campus-life/accommodation/.

Union support

The Union's range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening plenty of ways for you to enjoy your downtime. Students become members of Imperial College Union when they register at the College. The Union provides a range of support: www.imperialcollegeunion.org/about-us.

Imperial College Union Bioengineering Society

The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union under the wing of the City and Guilds College Union (CGCU). Started 14 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society aims to broaden the experiences of Bioengineering students beyond that of the curriculum: https://www.union.ic.ac.uk/guilds/bioeng/.

Imperial College Union Advice Centre

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential and independent guidance on a wide range of welfare issues, including housing, money and debt, employment and consumer rights and personal safety: www.imperialcollegeunion.org/advice.

Graduate Students' Union

The Graduate Students' Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises academic and social events during the year: www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union.

Student representatives

If you have any feedback about issues in your department relating to academics or wellbeing, you can speak to one of your student representatives, who will be listed under the contacts tab at http://www.imperial.ac.uk/bioengineering/admin/research/mres/ once they have been elected shortly after the start of the programme.

More information about the role and instructions on how to become an academic representative are available at www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.

Officer Trustees

The Union is led by a team of Officer Trustees elected each year by Imperial College students to represent the voices of students in the Union, the College and the wider community in a variety of roles. Make sure you get in touch with them if there's something you would like to discuss or change: https://www.imperialcollegeunion.org/your-union/your-representatives/officer-trustees.

9. 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/.

Research misconduct

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

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College'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, visit www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research.

Data Protection

The General Data Protection Regulation must be complied with when working with personal data. For full guidance, visit https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/research-data/.

In line with the above please see the College's privacy notice for students. This forms part of the terms and conditions of registration with the College: www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf.

Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates and makes public their work. For guidance, visit http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/.

Intellectual property rights policy

Further guidance on the College's Intellectual Property Rights Policy is available at https://www.imperial.ac.uk/research-and-innovation/research-office/ip/.

10. Important policies

Regulations compliance, code of practice and guiding principles

Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including those related to safety.

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

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

In addition, students should be familiar with the guiding principles of the Imperial community, developed by academic and professional services staff in partnership with undergraduates, postgraduates and Imperial College Union: http://www.imperial.ac.uk/students/our-principles/.

Feedback, Marks and Mitigating Circumstances

Academic Feedback Policy

We are committed to providing you with timely feedback to enable you to reflect on your academic progress. During your MRes, you will normally receive feedback within two weeks of the submission deadline directly from your supervisor.

Further guidance on the Policy of Academic Feedback can be found at 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.

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. The release of provisional marks is permitted except in certain circumstances. Guidelines for Issuing Provisional Marks to Students on Taught Programmes can be found at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf.

Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work submitted beyond that deadline is classed as a late submission. Further guidance on Late Submission of Assessments can be found at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf.

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 before the assignment deadline.

Mitigating Circumstances

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

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College's

Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

The Department has specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:
https://www.imperial.ac.uk/bioengineering/admin/research/mres/.

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

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

Academic integrity and Academic Misconduct

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

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences (cheating) or dishonest practice.

You are expected to conduct all aspects of your academic life in a professional manner. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/ and https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/academic-integrity/.

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

Plagiarism

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

Plagiarism is a cheating offence and must not be committed. Because it is extremely important that you understand what plagiarism is and how to avoid it, you are required to complete the online plagiarism awareness course before your first assessment submission: https://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/.

You can support your understanding of proper referencing and citation by using the resources available from the College such as the Library learning support webpages at:
www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

In addition, you can seek help and further training from Ms Eleni Zazani, the Bioengineering Librarian:
http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/.

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. Get in contact with the PGR Admin team if you would like to learn more about how it is used in your programme

Collusion

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

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

Exam offence

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

Dishonest practice

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

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The Student Disciplinary Procedure can be found at https://www.imperial.ac.u k/admin-services/secretariat/college-governance/charters/ordinances/students/.

Appeal and complaints procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been reasonably considered and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. If you believe you have grounds for complaint about academic or administrative services or wish to appeal the outcome of an assessment or final degree, there are clear and consistent procedures through which you can do so: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline.

Attendance, leave and interruptions of studies

You are required to be in attendance throughout the course of your degree programme. Registry will be informed of all non-attendances. In addition, the College is obliged to report the attendance and non-attendance of Tier 4 visa holders to the UKVI.

Sick leave

If you must be absent due to illness or for any other personal reasons, you must contact your supervisor as soon as possible. If the absence is due to illness and exceeds seven days, you must produce a medical certificate upon your return.

If illness has impacted your ability to submit an assessment, you should seek advice and support from your supervisor or the Student Office about making a claim for mitigating circumstances (see page 33); you must submit the claim within 10 working days of the date the assessment is due.

Study leave

If your research requires some of your time to be spent away from College, your supervisor must apply for you to take study leave. For full guidance and forms, visit http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/.

Please also see the College's Off-site Working policy: https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/.

Working during your studies

The College recommends that you do not work part-time during term. If this is unavoidable, we advise you to work no more than 15 hours per week, principally at weekends and not within normal College working hours. Working in excess of these hours could adversely impact your studies or health.

If you are considering part-time work during term, you are strongly advised to discuss this with your supervisor. If you are on a Tier 4 visa, please also seek advice from the International Student Support team regarding visa limitations on employment.

NB: The College's examination boards will not normally consider negative performance impacts of part-time work during term to be mitigating circumstances. Deadlines cannot be rescheduled to accommodate part-time working arrangements.

For full guidance, visit https://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/.