



**Imperial College
London**

Faculty of Engineering
Department of Civil and Environmental Engineering

MSc
Advanced Structural Engineering
Cluster

Student Handbook

2023-24

Contents

Welcome to the College.....	1
Our Principles	2
Welcome from the Graduate School.....	3
The Graduate School.....	4
1. Introduction to the Department.....	5
2. Programme Information.....	10
3. Assessment.....	18
4. Examinations.....	26
5. Plagiarism.....	28
6. Board of Examiners	34
7. Location and Facilities.....	35
8. Working While Studying	40
9. Health and Safety	41
10. College Policies and Procedures	44
11. Wellbeing, Support and Advice.....	49
12. Student Administration.....	55
13. Work-Life Balance	56
14. Student feedback and representation	57
15. Student Surveys.....	58
16. After Your MSc	59
17. Appendix A: Monitoring Your Attendance	60
18. Appendix B: Cheating Offences.....	63
19. Appendix C: Cover Sheets	64
20. Appendix D: Map of South Kensington Campus	67
21. Appendix E: Health and Safety Booklet.....	68

Welcome to the College

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

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years.

You're now 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.

The College 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 our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 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 the College 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 College to review and enhance provision
- Respect, and contribute to, the Imperial community

The Imperial College Students' Union will:

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

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

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with Imperial College 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 completely different, 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 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 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 and retreats
- 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: 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/students/academic-support/graduate-school/

1. Introduction to the Department

Welcome from Head of Department

It is with great pleasure that I welcome our returning and new students. I hope you had a restful, rejuvenating, and enjoyable break. Your Department is absolutely committed to giving you excellent education and all-round experience in a safe, secure, convivial, and conducive environment that will allow you to maximise your potential. Your Health, Safety and Well-being (HSW) are of paramount importance to us, and I ask you to take great care to follow our HSW guidance that will be availed to you.

You will be studying alongside some of the brightest and most motivated students from around the world, taught and supported by exceptional and internationally leading academic, professional/administrative and technical staff. A strength of our Department, and the College as a whole, is its diversity (including nationality and culture with well over 50 nationalities represented in our Department alone). The Department embraces and practices the College's [Core Values](#) that guide our behaviour and shape our working environment: Respect, Collaboration, Excellence, Integrity and Innovation.

I wish you the very best in all your endeavours in the coming year. I look forward to meeting you in person.

Professor Washington Yotto Ochieng

EBS, FREng, CEng, BSc, MSc, PhD, DSc (hc), CEng, FICE, FRIN, FCIInstCES, FCIHT

Welcome from the Cluster Director

On behalf of all staff involved in the delivery of the MSc courses in Advanced Structural Engineering, I am pleased to welcome you all to Imperial College. I hope that the 2023-2024 academic year is one that you will look back upon with a great sense of pride and achievement. We are proud of the history that our Section can boast of and the contributions that we have made, and continue to make, to our industry over the past decades. You are a part of that legacy now and I look forward to seeing the role you play in this ongoing narrative.

The sense of achievement you will feel upon completion will reflect the fact that the coming months will be demanding. Some of you will find the course more demanding than others, but all of you will be tested. You are fortunate to have access to world class resources, both in terms of the library and computational facilities as well as the calibre of the academic and support staff within the Section. I sincerely hope that you make the most of these resources while you are with us.

London is an incredible, vibrant city, and a wonderful place to live and study. I encourage you to make London your home, immerse yourself in all the city has to offer, and allow the energy of the city to invigorate you and your studies.

I look forward to interacting with you all in due course, and look forward to seeing what you all achieve this year.

Professor Peter J Stafford

Academic and Administrative staff

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English language requirement

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

See the Admissions website for details:

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

For information on English language support available while you're here, see section 11.


Attendance and absence

Attendance during taught elements of your studies shall be in-person. There is no provision for remote study under the student immigration rules. Remote study is the direct teaching of students who are not in the UK through online lectures/classes.

You must inform your Cluster Administrator if you are absent from College, and, if you are absent from College for more than three days during term you must also inform the Senior Tutor for Postgraduate Taught Courses (Senior Tutor PGT). 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 College's 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 College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

If you do not engage satisfactorily with your studies, the College 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

Key dates 2023–24

Term dates

Autumn term:	30 September 2023 – 15 December 2023
Spring term:	6 January 2024 – 22 March 2024
Summer term:	27 April 2024 – 28 June 2024
Late Summer term:	29 June 2024 – 30 September 2024

Closure dates

Christmas/New year: 23 December 2023 - 1 January 2024
(College reopens on 2 January 2024)

Easter Holiday: 28 March 2024 – 2 April 2024
(College reopens on 3 April 2024)

Early May Bank Holiday: 6 May 2024

Spring Bank Holiday: 27 May 2024

Summer Bank Holiday: 26 August 2024

Key events

Great Exhibition Road Festival: 15 June 2024 – 16 June 2024

2. Programme Information

Programme overview

The programme consists of a number of core subjects and elective modules which are taken in the first two terms. All core courses must be taken, in addition to electives in both taught terms, to a total of 12 modules in completion of the programmes. For certain spring term modules, a related module in autumn term may be a prerequisite. The electives enable students to develop a primary study theme (e.g. advanced structural analysis, structural assessment or seismic design of concrete structures). The courses attach considerable importance to both advanced structural analysis and theoretical concepts in structural engineering as well as fundamental and applied concepts related to structural design.

In the final months of the programme, all students undertake one two-week conceptual design project in a group environment before completing a research dissertation, or a major detailed design-oriented project (both of which are individual submissions).

The aims of our extensive suite of MSc courses are to:

- To provide students with a solid technical basis in the key areas of the engineering profession through delivery of a coherent, coordinated and balanced degree programme, integrating core engineering science with practical application.
- To enable students to acquire a mature appreciation of the context in which engineering projects are developed within the industry.
- To develop our students' excellence in oral and written presentations.
- To provide students with sufficient material to explore and study the subject, in preparation for professional practice.
- To provide the basis for the recognition and understanding of the major features of structural engineering.
- To develop an understanding of how this knowledge may be applied in practice in an economic and environmentally sustainable manner.
- To foster the acquisition and implementation of broad research and analytical skills related to structural engineering.
- To attract highly motivated students irrespective of race, gender, background and disability, from the UK and overseas.
- To develop new areas of teaching in response to the advance of scholarship and the needs of the community including vocational training.
- To provide an introduction to the subject for students from other relevant and numerate disciplines.

Programme structure

Full-time

The full-time programme is taken over 12 months, with a single-entry point per year at the beginning of October.

Returning part-time only (Year Two)

Students taking the MSc over two years complete the remaining modules in each of autumn and spring terms, taking both the Group Conceptual and Design/Research Project in term 3 – completing the requirements of the degree.

Students on the three-year programme take two modules in each of autumn and spring terms, with an attendance of two half-days per week, and may undertake the Group Conceptual project in the in third term.

Returning part-time only (Year Three)

Students complete the remaining modules in each of autumn and spring terms, and Design/Research Project in term 3. Those who have deferred the Group Conceptual project take this in the final year, thus completing the requirements of the degree.

Programme delivery

Modules will be delivered through a series of lectures, although teaching methods will vary between individual modules. By default, lectures will be given in-person. However, where health or educational reasons dictate, delivery may also include live lectures/tutorials via Microsoft Teams, or the delivery of pre-recorded video content. Other teaching methods employed may include tutorials, group discussions, group work, progress tests, computer laboratory sessions, practical work, and others depending on the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate.

Submission of coursework

Coursework submissions will be online and details on submission will be provided by the setter.

Submitting Coursework

MSc coursework will be set with a due date and time, and specific submission information will be made available to students. You will be notified of the mode of submission by the relevant academic, but the majority of coursework during the 20232/20243 academic year will be submitted online.

If you have difficulties in submitting your coursework please contact your cluster administrator.

Receiving Marked Coursework

Lecturers should return coursework within three weeks of it being handed in (four, if this period includes a College vacation). If there is a delay you should consult your MSc Cluster Administrator.

Returned Marked Coursework

Copies of marked coursework will be held by your cluster administrator so that these can be made available for inspection by the External Examiners prior to the Board of Examiners meeting at the end of the academic session.

Penalties for late submission

Submissions made within 24 hours after the deadline has passed will have the mark capped at 50%. Submissions made more than 24 hours after the deadline has passed will receive a mark of zero.

Module descriptors

A full list of all MSc Advanced Structural Engineering Cluster module descriptors can be found on the following link:

<https://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/msc-advanced-materials-sustainable-infrastructure/>

Research / Design projects

Undertaken over the final months of the programme, you will aim to complete either:

- One group-based conceptual design project and a detailed individual design project, culminating in a written report.
- or**
- One group-based conceptual design project and a research-orientated project, culminating in a written dissertation.

The principle aim of the Research and Design Projects is to assess the capability of students to undertake independent research-based work.

Total marks allocated:	300
Conceptual Project:	30
Design or Research Project:	270

Topics

Research Project

A list of topics will be released towards the end of the spring term with information on the selection process. Students are also encouraged to propose their own topics, in consultation with members of the teaching staff.

Design Project

As with Research Projects, selection of the detailed design projects is towards the end of the spring term. The projects are:

- Tall Building Project
- Bridge Project
- Concrete Building Project

Further information on Research and Design Projects (Conceptual and Detailed) including pre-requisite modules, are available from the following:

<https://sway.office.com/B6G23e1aTloWJVnf?ref=Link>

Risk assessment forms

For those of you taking a fieldwork or a lab-based project, if permitted for you to do so, it is compulsory that you complete and submit a risk assessment form.

Purely desk-based projects conducted at the College do not need a risk assessment.

See the link below for where to find the form. This must be done on the Safety Management Site on SharePoint:

<https://imperiallondon.sharepoint.com/sites/foe/CivilEng/Healthandsafety/default.aspx>

Please let the General Office know if you have any issues accessing the SharePoint site.

Supervision arrangements

The nature of supervision that you will receive over the summer term varies depending upon whether you undertake a detailed design project or a research project.

In the case of detailed design projects, a lead academic, often with support from industry, runs group tutorial sessions through the first six weeks of the projects. At these sessions, all students undertaking a particular design project receive information and feedback on their progress.

In the case of undertaking a research project, you will receive one-to-one support from a member of academic staff. The particular arrangement in this case depends upon the nature of the topic and the preferences of the supervising academic. During the initial weeks of the project, most students will have weekly contact with their supervisors. The frequency of this contact typically reduces as the research progresses and students take greater ownership of their work.

It is important to understand that there is an expectation, and reward of marks, where there is evidence of critical thought, independent work and maturity of approach, in relation to both the detailed design project and the research project as show in section 3.

Personal tutors and term reports

You are assigned a Personal Tutor from the academic staff in the first week of term. Your Personal Tutors will:

- Be a source of support, both pastoral and academic, with whom you can discuss any issues and turn to them for advice and help.
- Take an interest in your academic and professional development.
- Likely act as a future referee on your behalf.

You are required to meet with your Personal Tutor at least once during each term, and together complete a report from known as a Term Report, the completed report to be submitted to your Cluster Administrator, Ruth Bello. Term reports are used to:

- Keep a record of your academic progress.
- Keep a record of any health or other problems to ensure that any issues you encounter are addressed.
- Follow your professional development.
- Inform us of your outside interests and activities, which we consider part of your life at College.
- Check attendance.

Further information on term reports including where to find them and submission dates will be provided by your Cluster Administrator.

Timetable

Your timetable will be delivered direct to your Imperial College Outlook calendar.

Reading lists

Each of your modules on Blackboard Learn will include a direct link to the core and supplementary recommended texts on Leganto, the reading list software.

<http://www.imperial.ac.uk/admin-services/library/learning-support/reading-lists/>

Programme specification

Programme specifications will be located here: <https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Transferring between courses

Students wishing to transfer between courses should first contact the member of staff below, who will advise you as to whether or not this may be possible. Please note that for MSc students, transfers must be requested by the end of the first cycle of lectures, and may be restricted, in particular for those students under Student Visa restrictions.

Ruth Bello: r.bello@imperial.ac.uk

Accreditation and professional membership

We would like to encourage you to become a Student or Graduate Member of the Professional Institutions in your chosen field of study. The following professional bodies are

relevant for the Master's programmes that we are running in the Department of Civil and Environmental Engineering.

Further details of our accreditation are to be found on the following pages for your respective MSc:

Concrete Structures:

<https://www.imperial.ac.uk/study/pg/civil-engineering/concrete-structures/>

Earthquake Engineering:

<https://www.imperial.ac.uk/study/pg/civil-engineering/earthquake-engineering/>

General Structural Engineering:

<https://www.imperial.ac.uk/study/pg/civil-engineering/general-structural-engineering/>

Structural Steel Design:

<https://www.imperial.ac.uk/study/pg/civil-engineering/structural-steel-design/>

The Institution of Civil Engineers (ICE)

Student membership is free. Apply for graduate membership if you already have a degree in Civil Engineering.

<https://www.ice.org.uk/membership/grades-of-ice-membership/graduate-membership>

The Institution of Structural Engineers (IStructE)

<https://skempton.wufoo.com/forms/q7x2x3/>

Development of professional skills

Professional skills development will be delivered throughout the curriculum in various forms, including teamwork, problem-solving, applying concepts to real-world situations, and formal presentations.

<https://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/>

Work opportunities

The Department encourages you to take early advantage of the careers education, information and guidance available from the following sources:

- College Careers Advisory Service (Level 5, Sherfield Building), with which you can book careers appointments, quick interview sessions, skills workshops, mock interviews, and much more: <http://www.imperial.ac.uk/careers/>

- The transferable skills training programme run by the Graduate School:
www.imperial.ac.uk/students/academic-support/graduate-school/
- Careers presentations and careers fairs, which occur throughout the autumn and spring terms. Details are circulated to all students closer to the dates.
- Details of jobs will be posted on the careers sections of the website. New posts are notified to us throughout the year, so check online regularly:
<https://www.imperial.ac.uk/careers/about/jobslive/>
- Specific support for Civil and Environmental Engineering students can be found here:
<https://www.imperial.ac.uk/careers/plan-your-career/what-can-i-do-with-my-degree/>

Additionally, you can contact the Departmental Careers Advisor, Professor Peter Stafford for further guidance and information: p.stafford@imperial.ac.uk.

Employability statement

Planning for your future is an important aspect of postgraduate study. At Imperial you'll be well-supported by our Careers Service, who are on hand to help in a variety of ways:
<http://www.imperial.ac.uk/careers>

Imperial is one of the UK universities most targeted by graduate recruiters who also play an active role in our career development programme.

This provides access to hundreds of potential employers in a range of settings including industry sector forums, employer presentations, careers fairs, mock interviews and our one to one 'recruiter-in-residence' sessions.

A large number of employers also advertise their opportunities each year through JobsLive – our online careers platform, which Imperial students can access from the first day of term:
<https://www.imperial.ac.uk/careers/about/jobslive/>

Competency statements

See the Department's MSc competency standards detailing the college's expectations of students studying all taught programmes in the Faculty of Engineering:
<https://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/competence-standards/>

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

3. Assessment

Within your programme of study you will have different types of assessment which may include, coursework, examinations, timed remote assessment, presentations, labs or other forms of practical assessment.

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

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

Policy

The Advanced Structural Engineering cluster assessments are made up of two elements: examinations-coursework combined and projects (projects normally comprise Conceptual Design, Detailed Design and/or the Research Project).

The cluster assessments normally comprise individual and group coursework submissions; projects and presentations; written and oral examinations and a research project or detailed design project. To complete the requirements of the degree, all assessments must be undertaken to the appropriate level.

Classification of Postgraduate Taught Awards

The College sets the class of Degree that may be awarded as follows:

1. Distinction: The student has achieved a weighted average mark of 70.00% or above in the taught aspect of the programme AND 70.00% or above in the dissertation.
2. Merit: The student has achieved a weighted average mark of 60.00% but less than 70.00% in the taught aspect of the programme AND at least 60.00% in the dissertation.
3. Pass: The student has achieved a weighted average mark of 50.00% but less than 60.00% in the taught aspect of the programme AND at least 50.00% in the dissertation.

Criteria for the award of the degree

The MSc degree is awarded to any student who achieves all of the following:

1. An aggregate mark of 50% minimum in all examinations and associated coursework, **AND**
2. A mark of 50% minimum in the research project, including the Conceptual Design Project.

3. In line with the policy on assessment of advanced postgraduate courses provided by Imperial College London, no compensation will be given in assessments in which a candidate has achieved less than 40% in one or more of the examination papers.
4. In line with the requirements of the UK's Engineering Council, a maximum of two modules may be compensated

As a guide, grades should be interpreted as follows:

Mark	Grade	Comment
85+	A*	Outstanding - distinction standard
70-84	A	Distinction standard
60-69	B	Good
50-59	C	Adequate (Pass Level)
The following are subject to discussion by the Board of		
40-49	D	Unsatisfactory/borderline
30-39	E	Not satisfactory – may need to be retaken
0-29	F	Not satisfactory – may need to be retaken

Marking criteria for projects, Research Projects, and coursework exercises only

In the case of major projects, assessment should first be made under four general categories:

1. Evidence of enquiry, creative ability, critical thought
2. Level of understanding
3. Level of effort, competence and quality
4. Clarity and style of presentation (including Viva-Voce)

Particular value should be attached to work that is regarded as intellectually challenging. The project should then be considered as a whole and its features matched against the written criteria as a benchmark.

Mark	Grade	Criteria
85-100	A*	Distinction Standard: Outstanding achievement and presentation beyond the expectation of the supervisor, and making little demand for supervisory support.
70-84	A	Distinction Standard: Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability.
60-69	B	Good: Well organised, clearly presented and adequately detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; assessment of alternative solutions, designs or approaches.
50-59	C	Pass: Substantially correct; basic understanding of relevant principles; some evidence of enquiry; substantially competent in design, calculation and organisation; modest evidence of creative or critical ability; adequately presented; adequate level of consistent effort.
40-49	D	Unsatisfactory/Borderline: Some elements correct; incomplete understanding of relevant principles; some competence in routine tasks; somewhat lacking in presentation or in the application of consistent effort. Just acceptable.
30-39	E	Possibly recoverable: Work displaying little or no understanding of the relevant principles; failure to develop an approach that would achieve the desired outcome; major elements incorrect. Unacceptable.
0-29	F	Not Satisfactory.

Marking criteria for Design and Research Projects

Item	Maximum Mark	
	<i>Design</i>	<i>Research Project</i>
<i>Project report</i>		
– Evidence of enquiry, creative ability, critical thought	25 (10)	25
– Level of understanding	20 (10)	25
– Level of effort, competence and quality of work	20 (5)	20
– Clarity and style of presentation of report and	20	15
Final presentation and defence	15 (5)	15
Overall mark	100	100

Mitigating circumstances

If you have a problem or issue affecting your study, coursework, or examinations, you must ensure that you inform a member of staff immediately, this might be your Cluster Director, a member of the administrative staff, or the Senior Tutor (Postgraduate) as soon as possible. A wide variety of things can be considered in mitigation, from health issues (physical or mental, acute or chronic) to bereavement or financial hardship.

If something out of your control affects your ability to study or to take assessments, then it may be considered as a mitigating circumstance.

Process:

- If these circumstances affect examinations or other assessments, you should submit a mitigating circumstances form to your Department within 10 working days of the assessment or coursework submission deadline.
- The form must be supported by appropriate documentation, which may follow the submission of the mitigating circumstances form, if not immediately available.
- Please contact your Cluster Administrator, or the General Office if a problem arises on the day of an exam.

Submissions will be considered by the Departmental MSc Mitigating Circumstances Board, further information on which is available at the following:

<https://imperiallondon.sharepoint.com/sites/CivilMScStudentHandbook>

At this link you will find the College Policy on Mitigating Circumstances, the Mitigating Circumstances claim form, the Departmental Protocol for Extensions requests (applicable when the Mitigating Circumstances are affecting a course work), the Extensions request form, the Members of the MSc Mitigating Circumstances Board, and a link to submit your Mitigating Circumstances claim electronically. At this webpage, you will also find the presentation done by the Senior Tutor for students, explaining the process. Please note that your claim will be processed in a strictly confidential manner, and only the Members of the MSc Mitigating Circumstances Board will have access to your claim. If you need any support prior to submitting the Mitigating Circumstances claim, please feel free to contact your

cluster administrator, or the Senior Tutor for Taught Postgraduate Courses (Dr Adam Jan Sadowski, a.sadowski@imperial.ac.uk).

For independent support and advice, contact the Imperial College Union Advice Centre: <https://www.imperialcollegeunion.org/advice>

Please note:

- The Imperial College Health Centre cannot certify an illness if you have not been seen at the Health Centre during the illness.
- The Imperial College Student Counselling Service can only provide a letter on request if you already attend counselling.
- The Imperial College Disability Advisory Service can only help students to obtain appropriate evidence of disability prior to examinations taking place and are not able to certify for absences due to disability.

Unsatisfactory progress in year

For students not attending or progressing to the satisfaction of the Cluster Director during the term, a note of warning may be issued. This is called a “six-week warning” and is the equivalent to notice of withdrawal. If there is not satisfactory improvement, then withdrawal will be required. The regulations may be found at the following:

<https://www.imperial.ac.uk/about/governance/academic-governance/regulations/postgraduate-taught-regulations/>

This may result in:

- (For Visa-dependent students) a report being sent to the UK-VI, and curtailment of the student Visa, and potentially revoking the right to remain in the UK.
- (For sponsored students) a report being made to your sponsors.
- Withdrawal from the programme.

Progression from year to year (returning part-time study)

In order to progress to the next year of the programme, part-time students are required to:

1. Have an average performance mark for the year of 50% or better in the relevant element(s);
2. Have passed all individual components at a minimum of 50%*

*where the mark achieved in (an) individual component(s) is below the 50% pass mark, the Board of Examiners may, in certain cases, allow compensation. No compensation is allowed where the mark achieved is below 40%**

**Where a mark below 40% in an individual component is presented, the student is then permitted to re-take that component (normally by written examination paper) at the next

opportunity, which is typically in the following year. Where the overall performance is below 50%, the student is permitted to re-enter for the elements of assessment in question, but not to attend or to progress to a subsequent year.

Past examination papers


A sample examination paper for each examined module will be made available on the Blackboard Learn Virtual Learning Environment (VLE).

Instruction to Candidates for Examinations

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

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


Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means 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 College. This includes plagiarism, self-plagiarism, collusion, exam offences or dishonest practice. Full details of the policy can be found at:

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

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

Plagiarism


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

 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.

The College requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Graduate School's website.


 www.imperial.ac.uk/students/academic-support/graduate-school/students/masters/professional-development/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/teaching-learning/turnitin/


Generative AI Tools Guidance

College guidance on the use of generative AI tools (e.g. ChatGPT) advises that submitting work and assessments created by someone or something else, as if it was your own, is plagiarism and is a form of cheating and this includes AI-generated content.

 <https://www.imperial.ac.uk/about/leadership-and-strategy/provost/vice-provost-education/generative-ai-tools-guidance/>

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 <https://www.imperial.ac.uk/about/leadership-and-strategy/provost/vice-provost-education/generative-ai-tools-guidance/>

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 initially 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, 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 cheat. 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 cheat 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, contact cheating (buying work from an essay mill (which is 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.

4. Examinations

The information in this section is subject to change and update.

Examination guidance and regulations

The guidance offered in this section, and following, refers to in-person on-campus examinations.

Materials Permitted in Examinations:

- Pencil cases which must be clear plastic.
- College identity cards (i.e. swipe card) which must be displayed on your desk.
- Pens, erasers and other drawing instruments as required.

Unless specified or designated "Open Book", no additional materials may be introduced into examinations by candidates. If, in the opinion of the Board of Examiners, such materials are required, they will be provided or notified to all candidates and the standard examination rubric amended to state that they will be provided or allowed. Calculators will be provided by the Department, you will be advised of the make and model in advance, to give you an opportunity to purchase one for personal use. Dictionaries are not permitted.

No food is permitted in an examination room unless prior permission has been given due to medical need. No drinks are permitted except for water in clear plastic bottles.

Conduct of Examinations

- Be prepared.
- Take with you only the items listed above.
- Arrive 15 minutes before the exam is scheduled to begin.
- When you enter the examination room, do so in SILENCE.
- Switch off your phones (and other electronic devices) and place them in your bag.
- Electronic watch devices are not permitted.
- Leave your bags in the area indicated by the Invigilator or Supervising Academic.
- Find the desk with the examination card which has your candidate number (or name) on it, then sit down at this desk.
- **DO NOT turn over or open your examination paper until you are instructed to do so by the Invigilator.** You may, however, start to fill in the front of your answer book giving:
 - Candidate number (CID).
 - Degree (subject).
 - Title of paper.
 - Date.
- You **MAY NOT SPEAK** to anyone other than the Invigilator. If you do need to speak to the Invigilator, raise your hand. Speak in a quiet voice so as not to disturb the other candidates.

- Write in black or blue ink. Candidates **are not permitted to use red or green ink**, or to use any writing implement that is capable of producing red or green marks on the script. You should not write in pencil.
- If unsure of the meaning of a word or question in the examination, write down your interpretation of that word or question, and continue.
- The use of correction fluids (e.g. Snopake® and Tippex®) is **explicitly** not permitted.
- Candidates should indicate incorrect work by drawing a single diagonal line through the work concerned.
- At the end of the examination, stop writing when instructed to do so by the Invigilator or Supervising Academic.
- Ensure that your answer book and all supplementary papers carry your College Identifier Number (which is also your candidate number), and that all graph paper and supplementary answer books are securely tied **together inside the back cover of the main answer book**. All of your exam materials will be collected in a designated folder.
- Remain seated and silent.
- When all examination materials have been collected by the examination team and you have been told you may leave, please do so in silence, collecting your belongings on the way out. You may not remove any examination material from the room.

Exam Technique

- Read the rubric carefully BEFORE answering any questions.
- Take some time to read through the questions and make a sensible decision as to which questions to tackle.
- Ask yourself:
 - Which questions can I answer fully?
 - Out of the questions I cannot answer fully, which ones can I answer the majority of?
 - Am I fulfilling the exam rubric? You must make sure you have understood the rubric; ask your invigilators if you need clarification.
 - For example: How much time should you spend answering each question? If there are four questions to complete in two hours, that is approximately 30 minutes per question.
- If you make a mistake just draw a single line through your work.

5. Plagiarism

Introduction to plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed **in your own words and incorporate your own ideas and judgements.**

Plagiarism, that is the presentation of another person's work, thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments, but you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your reference list or bibliography. Staff are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your Department. You should therefore consult your tutor or cluster director if you are in any doubt about what is permissible. **You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.**

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Exams, Assessments and Regulations, & Plagiarism, Academic Integrity & Exam Offences, a full copy of which can be found at the following: <https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/> and is likely to result in a penalty being taken against any student found guilty of plagiarism.

There have been in the past a few cases of plagiarism in this Department, where we operate a zero-tolerance policy, leading to penalties that range from voiding a coursework mark to expulsion from the programme. **In the majority of these cases, plagiarism was the result of poor practice and lack of awareness, so you are strongly advised to familiarise yourself with what constitutes plagiarism and to seek clarification if and when in doubt.**

Ethics and academic integrity

There are at least two very good reasons why plagiarism should be allowed no place in the academic business of Imperial College, and why it must therefore be met by severe punishment whenever it is encountered.

At its most fundamental, plagiarism is seeking to deceive somebody – one’s teachers or examiners, for example – by presenting the ideas of another person as though the ideas were one’s own – whether with that person’s assistance, or by theft. Deception and intellectual theft are morally unacceptable in any well-ordered society. In a society of professionally licensed engineers, such conduct is even more reprehensible in that it undermines the ethical foundation on which professional practice is based.

There is also a question of academic integrity. Students who knowingly use plagiarism as a painless way of compiling the work needed for assessments, and teachers who knowingly allow students to do it, are both contributing to a blight that undermines the quality and integrity of the degree qualification.

Students under intense pressure to produce a design, a technical report, or a dissertation may feel tempted to resort to plagiarism. They must resist. The Imperial College degree is highly prized because it is respected far and wide as a true mark of achievement. To safeguard the integrity of its degrees, Imperial College staff must take action whenever plagiarism is suspected. As for students, they must expect that the penalty for a student who is guilty of this offence will normally be severe.

Definition of plagiarism

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own – for example when you copy someone else’s work or use their ideas in your coursework, thesis, report etc., and then do not acknowledge that you have done this.

Dictionary definition

‘The wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the idea (literary, artistic, musical, mechanical, etc.) of another.’

Other forms of plagiarism include self-plagiarism, which involves using your own prior work without acknowledging its reuse; collusion, which involves sharing or copying (individual) coursework; and the use of generative AI tools (e.g. ChatGPT).

Plagiarism, whether intentional or unintentional, is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time, and also in open and closed book written examinations.

Plagiarism is classified as either Minor or Major in nature, this is normally determined by the weight, or marks value, attached to the work submitted. However, the following would also be classified as major:

- Two cases of Minor plagiarism by the same individual.
- Copying the work of another student without their knowledge.
- Dissertation/Major Project.
- Where the student does not admit that plagiarism has occurred, and that the plagiarism offence is upheld on appeal.

You are **not** permitted to act in collusion with another student or person, nor are you permitted to request or arrange for another individual to submit your coursework for you.

You must NEVER:

- Share your work, either electronically or in paper copy. If copying of material occurs as a result of such sharing, both parties are considered to have actively taken part in plagiarism.
- Give your work to someone else to submit. If copying of material occurs as a result of such activity, both parties are considered to have actively taken part in plagiarism.
- Submit work on behalf of another student.

Collaboration (joint & group work) and collusion

It can be difficult to understand the difference between collaboration and collusion.

Collaboration: Unlike collusion (where the work of another student is intentionally used with that student's consent) which equates to deception, collaboration is encouraged as a professional skill much needed in engineering work. Collaboration involves mutual effort and joint work, to the benefit of all the parties involved, and where appropriate it should always be acknowledged, via footnotes for example. Students required to submit individual pieces must be clear on the distinction between the two.

Discussing coursework exercise submission with colleagues is fine: – *what does the teacher expect from the work, what different approaches might there be, how much detail would be needed, how structured should the report be?* In exploring with a colleague a range of approaches, or how to obtain specific solutions, one finds a positive help in learning something new. However, if the work is required to be an individual submission, then a line must be drawn where joint work is left behind and the individual work which is submitted for assessment should take over.

The results or calculations that form the basis of the report should be obtained by the individual student who is submitting the report as their own work, unless there is a clear expectation that others would be involved – as in the results of a survey – but then the contribution of the others should be made clear (for example, as footnotes in the report). The student is expected to write the report in their own words, to think of their own interpretations of the results and to make their own conclusions and recommendations.

Group work, for example group design projects, is work which is set by the teacher for joint working between two or more students and in which it is clearly understood that the teacher will give the assessment for the joint work undertaken. This provides valuable working experiences and learning opportunities, but these high-minded intentions can be severely

undermined if any member of the group should not contribute in equal measure with their colleagues.

You should **always** assume that your coursework is individual work, unless it is clear that group assessment is planned by the teacher. If in doubt, seek the teacher's advice about what working practices are acceptable. Do not hand over your work, under any circumstances, to another student.

Collusion: Where the work of another student is used **with** that student's consent.

Exam offences and dishonest practice

Exam offences include behaviour such as bringing authorised 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.

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.

Referencing

The recommended method of referencing is the Harvard style (author-date). All students have free access to RefWorks, an online reference management software package. More information is at the library website, and library staff will provide training.

<http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/>

Advisory Services

Academic staff

Your main source of information, and the College's main source for the recognition of plagiarism, is the academic staff. Please be aware that you can approach them for advice and information if you are unsure or require clarification.

The Library

You can contact your librarian for help with the library, advice on finding information and referencing, either in person in the Abdus Salam Library, room 110 or by emailing: Subject Librarian: Nicole Urquhart, n.urquhart@imperial.ac.uk

The Abdus Salam Library provides several sources of further information relating to referencing and plagiarism awareness:

- A guide to referencing and citing correctly, including how to use the Harvard style is available at <http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/>
- Further information about plagiarism awareness within College, please see the library website at <http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/>
- In addition, you will be required to complete the Graduate School's Blackboard course, "Ensuring Integrity 1: Plagiarism Awareness" for Master's students, using your College username and password. The course is available at <http://bb.imperial.ac.uk> and provides guidance on the avoidance of plagiarism.

TurnitinUK

TurnitinUK is an online service that enables institutions and staff to carry out electronic comparison of students' work against electronic sources including other students' work. Once papers have been submitted to the system they become part of the database, and will be used for future checking.

IP / data protection

Some people have asked whether departments need to seek permission from students before submitting their work to a plagiarism detection system. The answer is no as the registration form, which is signed by students, states the following:

The College may submit your coursework to an external plagiarism detection service. By registering with the College, you are giving your consent for any of your work to be submitted to such a service'.

Submission of individual items of coursework

Copying the work of others without acknowledgement of the source of the information is academic fraud, known as plagiarism. Wilfully copying is outright cheating, forgetting to list references and reference material is ineptitude. Neither form of plagiarism is acceptable and may well result in one or more parties, deemed to be involved, being awarded a mark of zero, and may carry a requirement to resubmit the work depending on the allocated weighting.

All coursework, project work and research submissions, including dissertation must contain the following statement, which you are required to sign.

Declaration: I confirm that this submission is my own work. In it, I give references and citations whenever I refer to, describe or quote from the published, or unpublished, work of others.

Signature:

Failure to attach the signed declaration to your coursework submissions may result in their being unmarked or returned with a mark of zero.

An example of a Coursework Cover Sheet is given in Appendix C.

6. Board of Examiners

CHAIR

Professor Ahmer Wadee

EXAMINATIONS OFFICER

Professor Peter Stafford

MEMBER OF THE DEPARTMENTAL MSc MITIGATING CIRCUMSTANCES BOARD

Dr Adam Sadowski

SECRETARY

Ruth Bello

MEMBERS

All staff involved in the delivery, setting, and marking of assessments for the programmes.

EXTERNAL EXAMINERS

Professor Kypros Pilakoutas, University of Sheffield
Professor Wendel Sebastian, University College London

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution who acts as a critical friend to 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 the College'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 College's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

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




<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/>

7. Location and Facilities

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

Your main location of study will be:

 Department of Civil and Environmental Engineering
Skempton Building
South Kensington Campus
Imperial College London
London SW7 2AZ

Facilities

The Skempton Building can be accessed from 07.00-00.00 daily. The main entrance requires the use of your college ID card between the hours of 07.00-08.00 and 18.00-00.00. During weekends and vacation periods you will be required to use your college ID card each time you enter and exit the building.

Your ID cards will be required to access PC laboratories and certain other rooms and spaces.

The Department's postgraduate office is located at SKEM 118 (ground floor- entrance foyer) in the Skempton Building. Standard opening hours are Monday – Friday, 08.00 – 17.00.

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.

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's range of training workshops and our 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 our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

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

 www.imperial.ac.uk/library

Departmental Library

The Departmental Library is staffed by a dedicated team of research students.

Further information about the library and its services is available from the library staff and from the Departmental Library webpage:

☐ Departmental Library, Room 402 <http://www.imperial.ac.uk/civil-engineering/about-us/library/>

Institution of Civil Engineers Library (ICE)

Located at the ICE headquarters, One Great George Street, the ICE Library and Archives collection spans more than 200 years and is one of the largest resources in civil engineering literature in the world. In addition to printed material, the ICE library also offers access to several digital services, including e-books. All ICE members can borrow up to three items in person or via post. The Members Resources Hub in the Library also offers a quiet place to work.

Institution of Civil Engineers Library and Archives

1 Great George Street, London, SW1P 3AA

020 7665 2251

library@ice.org.uk

☐ <https://www.ice.org.uk/disciplines-and-resources/ice-library-and-digital-resources>

PC Laboratories

The Skempton Building houses three PC laboratories located in rooms 208, 314, and 317. The City and Guilds Building houses PC laboratories in rooms 203, 761 and 762. These facilities are shared with the Department of Aeronautics and the Department of Mechanical Engineering. Computer rooms are for use during timetabled sessions only. Further PC facilities are available in, and shared with, and the College's Abdus Salam Library.

A full list of the College rules regarding computer use are available at:

☐ <http://www.imperial.ac.uk/admin-services/ict/>

ICT resources

Find information on activating your College account, connecting to Wifi, using the Virtual Learning Environment (Blackboard Learn), and more ICT resources available for new students, visit:

☐ <http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/>

Shared teaching space

The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

College ID cards

Student ID cards will be available for collection from the General Office in the Skempton Building General Office, provided that:

- A photo had been uploaded to the required portal by the deadline
- Confirmation of attendance at the Day 2 Induction Session (which includes the prerequisite Health & Safety Induction).

Cluster administrators will advise late arriving students on ID card collection.

Printing and binding

There are five multi-function printers in the Skempton Building. The first is in room 317, two are located in the BOSS Space on level 2, and a further two in room 218 adjacent the BOSS Space.

Additionally, the Paragon Print Room is in Room 024 of the Sherfield Building. Paragon also offer binding at £1.00 per document. Paragon can be contacted by email at: imperial.college@paragon-cc.co.uk

There are networked printers across the South Kensington Campus, which you can access with your College ID card. When you print a document, it is sent to a common print queue, meaning that you can collect it from any touch card printer that your College ID card gives you access to, including the Abdus Salam Library and Departments across the Campus.

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

Lockers

There are 312 lockers located on Level 3, Skempton, of which 156 have been allocated to MSc students. An application form will be circulated at the start of term for students to fill out to secure a locker. Please note that lockers are allocated on a first-come-first-served basis.

Lost property

If you think you have lost something within the Department your first port of call is the Reception. If it is not there you should check with the Security Office in Sherfield as it may have been handed in there. If an item is handed in with ID, an email will be sent to the owner immediately to inform them.

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus:

<https://www.imperial.ac.uk/estates-facilities/security/lost-and-found/>

Commented [HMC1]: Collecting from cluster admins this year?

Facilities management

Showering facilities are available within the Department and are located in the toilets on levels 0 and 3.

Bicycles are not permitted within the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus:

 <https://www.imperial.ac.uk/estates-facilities/>

Room bookings

Room booking requests for Imperial College Union Societies need to be made via the Student Union; we do not process these within the Department.

Room booking requests outside of normal College hours should be made via the Conference Office: conferenceandevents@imperial.ac.uk.

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 College 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

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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

SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit <http://www.imperial.ac.uk/campus-security/safezone> 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.

Changes due to Coronavirus (COVID-19)

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

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

8. Working While Studying

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

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

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

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

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

9. Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College London 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 College guidance to students can be seen at:


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


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

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

Your Departmental safety contact is:

 Dr Geoff Fowler

 SKEM 413, Skempton Building

 020 7594 5973

 g.fowler@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. This includes the Day 2 Health and Safety Induction talk. 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 College.

The College Safety Department

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

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

All of the College'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 College to comply with specific legal requirements.

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

 www.imperial.ac.uk/safety/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

The College Occupational Health Service provides services to:

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

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

 www.imperial.ac.uk/occupational-health

Communications

It is not possible to provide a service for incoming telephone messages except in the case of emergency. Please ensure that your family/next of kin are aware of the following contacts:

Civil Engineering General (Postgraduate) Office

00 44 (0) 207 594 5932 (Yamini Chikhliya)

00 44 (0) 207 594 6123 (Angela Frederick)

00 44 (0) 207 594 5931 (Melanie Hargreaves)

Advanced Structural Engineering

00 44 (0) 207 594 6040 (Ruth Bello)

Please ensure that your student-e-service contact details are up-to-date at all times, including your next-of-kin-contact information.

The Department is not able to provide a postal or fax service.

Working alone and emergency contact numbers

If using a personal phone, call: 020 7589 1000

If using an internal College phone, call: 4444

It is prohibited under College safety regulations for any person to work alone in a laboratory or workshop at any time. At least one other person must be within calling distance. All members of the College must know how to contact the College's emergency response services.

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College's South Kensington campus – including where an ambulance is felt to be needed, the call will go direct to the College Security Control Desk: 020 7589 1000. The Security team are on duty 24/7 and will assess the emergency and implement the necessary response for the situation (including calling the London Emergency services).

Any activity involving tools or machinery is deemed to be "working in a laboratory or workshop". Purely office or computing activities are excluded.

Full details are given at the front of the orange Health and Safety Booklet – see Appendix E.

10. College Policies and Procedures

Student Academic Regulations

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

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


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

Academic Feedback Policy

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


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

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

 www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/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/markings-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 (including time 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/markings-and-moderation/Late-submission-Policy.pdf

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

Mitigating Circumstances

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

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

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


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

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/


Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. The College 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

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

Academic Appeals Procedure

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. 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

Arithmetic Marks Check


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

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


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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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

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

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

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

Use of IT Facilities


View the Conditions of Use of IT Facilities:

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/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. The College will provide support and guidance but you do have a personal responsibility to comply.

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Pro prospective-Students.pdf

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 Personal Tutor

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

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

Senior Tutor (Postgraduate)

In the event of an issue arising, within the Department there are a number of avenues for you to seek support. This will include your Senior Tutor for Taught Postgraduate Courses (Dr Adam Jan Sadowski, a.sadowski@imperial.ac.uk), and other designated staff such as:

- Personal Tutors (as appropriate)
- Cluster Directors
- MSc Taught Courses Manager
- Cluster Administrators/General Office

Mental Health First Aiders

Specific members of staff within the Department, and the rest of the College, are trained as Mental Health First Aiders (MHFA).

MHFAs will provide you with a safe space to start a confidential talk about your mental health, and signpost you to the most appropriate source. You can identify MHFAs by looking for bright green lanyards and checking the Departmental First Aid notices (also contained in Appendix E of this handbook).

 www.imperial.ac.uk/health-and-wellbeing/mental-health/mental-health-first-aid/

Support Staff

The Department has a wealth of experienced and capable support staff. Departmental support staff will often be your first port-of-call if you have any queries or need assistance.

 www.imperial.ac.uk/civil-engineering/people/departmental-officers-and-support-staff/

Departmental Student Wellbeing Officer

Michelle Langan, the Student Wellbeing Advisor can provide you with confidential support and advice with a variety of things such as:

- Drug and alcohol awareness
- Bereavement and loss
- Exercise and staying active
- Food and healthy living
- Gender and identity
- Sexuality
- Mindfulness
- Sleep hygiene
- Anxiety, stress and panic attacks
- Self-harm
- Suicidal feelings
- Loneliness and homesickness
- General wellbeing

Appointments for all Civil Engineering students are available by email at m.langan@imperial.ac.uk – these are currently 30 or 60 minute confidential in person or Teams appointments.

Departmental Disability Officer

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.

Your Departmental Disability Officer is: Justine Spence


Email: j.spence@imperial.ac.uk

Telephone: 020 7594 6045

More information on Departmental Disability Officers is available at:

 www.imperial.ac.uk/disability-advisory-service/about-us/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

Postgraduate Coaching

As well as professional development opportunities, the Graduate School 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/community-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

Your Union

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

Imperial College Union Advice 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 advice@imperial.ac.uk and complete the registration form to speak with a member of the team.

 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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

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

Student Hub

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

 www.imperial.ac.uk/student-hub

Student Support Zone

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




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

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



Useful support contacts

Health and wellbeing

Imperial College Health Centre

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

Imperial College Dental Centre

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

Student Counselling and Mental Health Advice Service

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

Multi-Faith Chaplaincy Service

 15 Prince's Gardens, South Kensington Campus
 chaplaincy@imperial.ac.uk
 www.imperial.ac.uk/chaplaincy

Disability Advisory Service




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

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

International Student Support team

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


Careers


Careers Service

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

ICT and software

ICT Service Desk

 Abdus Salam Library, South Kensington Campus

 020 7594 9000

 www.imperial.ac.uk/ict/service-desk

Software shop

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

12. Student Administration

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

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

The '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 College London.

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: <https://student-edocuments.imperial.ac.uk/Account/LoginViaAzure>

Student Records



+44 (0)20 7594 7268

student.records@imperial.ac.uk

Degree certificates



+44 (0)20 7594 7267

certificates@imperial.ac.uk

13. Work-Life Balance

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

Civil Engineering Society (CivSoc)

The Civil Engineering Society is the departmental student society, of which all Undergraduate and Postgraduate students are automatically members. Run by an elected committee of students, CivSoc is one of the most active departmental societies in the College and organises regular events throughout the academic year. These include numerous lunchtime lectures given by industrial companies, site visits, social events and parties. The highlight of the CivSoc year is the extremely popular international trip in the spring, open to all students in the Department. Additionally, CivSoc writes and publishes the departmental student newspaper LIVIC.

All students are encouraged to participate in CivSoc-run activities. Announcements concerning upcoming events and society news are emailed to all members, displayed on the screen in the second floor Breakout Student Space, as well as being available on CivSoc's website and social media pages.

 <https://www.imperialcollegeunion.org/representation/a-to-z/civil-environmental-engineering-ug>

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

Move Imperial


Imperial College 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

With an annual fee of £55 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 MoveMore campaign, more information can be found at: www.imperial.ac.uk/sport/move-more/

14. Student feedback and representation

Feedback from students

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

Student representation

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

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

Staff-Student Committee

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

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

15. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to give your feedback on your College 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.

- **Postgraduate Taught Experience Survey (PTES)**

The PTES is a national survey which asks you to rate a range of elements related to your student experience such as teaching, assessment, support and resources. Results of this national survey are made publicly available.

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

16. After Your MSc

Alumni Services

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

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

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

 www.imperial.ac.uk/alumni

Opportunities for Further Study

After you have completed your Master's programme, you may choose to continue your studies on a PhD, CDT or other CPD programme at Imperial.

 <https://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-research-admissions-phd/>

Explore the Departmental Alumni Profiles to find out what previous graduates have gone on to achieve:

 <http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/>

17.

Imperial College
London

STAY CONNECTED

Department of Civil & Environmental Engineering

Department Alumni

cv-alumni@imperial.ac.uk



Join the Imperial College alumni

www.imperial.ac.uk/alumni



Follow us on twitter

[@ImperialCiveng](https://twitter.com/ImperialCiveng)

Appendix A: Monitoring Your Attendance

Attendance Monitoring

Since the introduction of Tier 4 of the Points Based System in March 2009, the College has held a license permitting us to sponsor the visas of students to enable them to attend our programmes.

Sponsorship of students, under our Student Visa License, brings with it an obligation for us to inform the Home Office whenever we withdraw sponsorship from a student. This may be as a result of a student withdrawing or being expelled from their programme, interrupting their studies, or not being in attendance. This is reflected in the College's regulations and procedures to ensure the welfare and academic progress for all students. See Academic Regulation Paragraph 9.4 of the General Regulations for Students:

<http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

The College does not wish to discriminate in its treatment of students from outside the European Union, and so all procedures for monitoring attendance and reporting student activity apply equally to all students.

The procedure for compliance adopted for the Master of Science Programme within the Department of Civil and Environmental Engineering is to base the monitoring of attendance around a number of 'check-points', which are:

- Start-of-Session Induction.
- Confirmation of completion of the Health and Safety Induction, which is a requirement of the College for issue of ID cards.
- Submission of selected items of coursework.
- Examinations and Progress Tests.
- Randomly selected lectures/laboratories/tutorials.

To make this process efficient, the following shall apply.

- The Cluster Administrator (or other relevant staff) shall conduct the monitoring using a class list supplied by Imperial College Registry.
- The Cluster Administrator shall inform the relevant Senior Tutor and Cluster Director of any student who fails to interact with the College on three consecutive occasions.
- The student will be invited for interview, and a warning may be issued.
- If non-attendance continues, the Senior Tutor shall inform the Head of Department and the College Registry.
- The Imperial College Registry report directly to relevant authorities, including HEFCE, the UK-VI and sponsors.

The Department expects students to demonstrate their commitment to their degree programme by attending lectures, complying with specific requests within specified deadlines, and submitting coursework on time. Where we cannot establish contact with you for an extended period or if it comes to our attention that you are no longer in attendance, we will have no choice but to investigate, in case there is an ongoing wellbeing issue we are unaware of. If we find that non-attendance continues, the Post Graduate Senior Tutor shall normally discuss with the FOE (Faculty of Engineering) Associate Dean for Learning and Teaching and inform the Head of Department & the College Registry, which may in extreme cases result in your withdrawal [Academic Regulations | About | Imperial College London](#). Please also check the Unsatisfactory Engagement text in section 11 of this handbook. In addition, there are circumstances in which the College is required to report non-engagement of Student Visa holders to the UK Visas and Immigration (UKVI). This could jeopardise the individual's ability to stay in the UK.

Attendance during the summer period

If you are enrolled on a 12-month programme of study, you are not considered to be on vacation over the summer period. Therefore, there is a requirement for you to continue engaging in full-time study. This means you are restricted from working full-time unless you are undertaking a work placement that is an assessed part of your course (for example, a work-based project).

Once the taught part of your course is completed, we will no longer monitor attendance, as remote study is no longer a concern. **The taught part of your course may extend into the summer period (e.g., group projects, design projects, field trips etc.), in which case you will need necessarily to attend in-person.**

You are advised and strongly encouraged to attend in person during the summer period and at least until you start writing-up your MSc thesis. Please note that in-person attendance and presence in the UK may be necessary for your project, to use facilities such as laboratories and computer program licenses, or to undertake a work placement as part of your MSc dissertation. **Do not make arrangements to return to your home country before having developed a clear understanding of what the implications for your research project may be (e.g., losing access to necessary software). It is your responsibility to ensure that you can deliver your research remotely.** If you are on a Student Visa and continue your research from abroad, we will inform the Visa Compliance Team who will report to UKVI to inform them of a change of study location.

We expect you to place your full attention during the summer period to your studies, including your research and dissertation, which is a central part of the course, constituting a third of your degree. Although we will not be monitoring attendance, we will be monitoring your

engagement with the course and if we are not satisfied, we will follow the process outline in the Unsatisfactory Engagement text in Section 11 of this handbook. Avoid arranging holidays and long breaks during the summer period, as explained you are not considered to be on vacation.

The end date of registration for full-time MSc students is end of September, when your programme ends. However, we expect you to fully engage until you have complied with all deliverables and met all the requirements of your degree and no longer than that. You will need to remain contactable and respond to any correspondence from the College, and you may still need to comply with your visa requirements if applicable. **This will be the best time to take a break and travel if you so wish.**

Internships

Postgraduate students can only undertake work placements if they are an approved part of their course of study (an example of which might be as part of the project element). Students who may wish to interrupt their studies to take an internship (in the UK or overseas) will have the sponsorship of their visa withdrawn and will need to apply for a new visa in order to return to their programme at a later date.

Recording study leave

This form should be used to cover any and all study time which is spent outside of the UK for the following situations:

Field work and data collection

Study Leave which is not subject to the Placement Learning Policy, such as extended field work. The College's Off-Site Working procedures should be followed:

<http://www.imperial.ac.uk/safety>. For visa-dependent students, the College is required by UKVI to report any time away from the College as a 'change of study location' within 10 days of this change taking place. This will not impact on a student's visa status in the UK.

Please see your cluster administrator in the first instance.

Students with Student visas

The Visa Compliance Team may be contacted by email on visacompliance@imperial.ac.uk for advice.

18. Appendix B: Cheating Offences

Policies & Procedures

The Policy and Procedures contained in this document apply to all students and former students at Imperial College registered for Imperial College or University of London awards. A complete copy of the College regulations governing Cheating Offences: Policy and Procedures, under which Plagiarism is categorised, is available to download from the following link:

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

In any proceedings under these Policy and Procedures, the student shall be presumed to be innocent until the contrary is established beyond reasonable doubt.

Where the offence is an instance of suspected plagiarism, it shall be dealt with in accordance with the following procedures, commensurate with the severity of the suspected offence.

If you are not sure, please ask. Useful reference points are academic and library staff.

Plagiarism

Plagiarism is defined as the presentation of another person's words, ideas, judgement or data as though they were your own. For example, not referencing the source of your ideas or arguments when they have derived from your reading; taking verbatim the words of someone else's work and putting it into your project without quotation marks and referencing; taking whole sections out of books, the internet, articles, lecture notes, other reports or other students' work, and including them in your report uncited. Plagiarism may also occur in formal

written examinations – the above document addresses this possibility. An example might be where candidates have been able to learn text by heart (by rote) and simply reproduce this without acknowledgement of source. Where the examination is based on technical knowledge, this may be acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essay-type questions, the examiners may regard text reproduced without reference or critical analysis as plagiarism. This will be clarified, where appropriate, in the examination rubric on the front page of the examination paper.

You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment. This means that if part of the work is plagiarised, all group members will be held accountable unless proof can be provided by each individual member of their contribution. You should, therefore, retain an audit trail of your contribution for this purpose.

When submitting (both individual and group) assessed coursework you will be required to complete and attach a Coursework Cover Sheet (examples on the following page) confirming that you have read and understood the definition of plagiarism. Submitting this form will certify that the work presented is entirely your own, except where indicated.

Plagiarism is a serious offence. The Examination Board reserves the right to take further action as it deems appropriate to protect the name of the Department and the College, and this may involve expulsion of a student from the programme or delay or withdrawal of a degree award.

19. Appendix C: Cover Sheets

You are required to complete and attach a cover sheet (examples given below) to all of your assignments, group or individual, before submission. Digital copies will be sent to you, please save a personal copy and use with all coursework assignments. You must read the Plagiarism Declaration, and, in signing the cover sheet, you agree that you have understood and complied with the College's guidelines on plagiarism. Your typed name constitutes a signature.

Coursework and Project Cover Sheet Department of Civil and Environmental Engineering
Cluster: _____ Module: _____ Assignment: _____ Supervisor: _____ Submission Deadline: _____
DECLARATION I understand that, unless specifically designated as Group work, all coursework submissions are individual, and that sharing my work, either electronically or in paper, is prohibited. If my submission is copied by another student, I will also be considered to have actively taken part in plagiarism. I certify that I have NOT: - Shared my coursework with any other person. - Given my coursework to someone else to submit on my behalf. Signature: _____ Name: _____ I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document, I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested: CID: _____ Date: _____ Note: Until an assignment carries this completed front page it will not be accepted for marking.
TO BE COMPLETED BY THE MARKER Grade awarded: _____ Late penalty applied: _____ Late submission penalties are 50% for the 24 hours and 100% thereafter.

Group Coursework and Project Cover Sheet Department of Civil and Environmental Engineering
Cluster _____ Module _____ Assignment _____ Deadline _____
DECLARATION I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested: Name: _____ CID: _____ Signature: _____ Date: _____ Name: _____ CID: _____ Signature: _____ Date: _____ Name: _____ CID: _____ Signature: _____ Date: _____ Name: _____ CID: _____ Signature: _____ Date: _____ Note: Until an assignment carries this completed front page it will not be accepted for marking.
TO BE COMPLETED BY THE MARKER Grade awarded: _____ Late penalty applied: _____ Late submission penalties are 50% for the 24 hours and 100% thereafter.

The Plagiarism Declaration Guidelines, which are printed overleaf on the individual/group cover sheets read as follows:

You are reminded that all work submitted as part of the requirements for any examination **(including coursework)** of Imperial College must be expressed in your own writing and incorporate your own ideas and judgements.

You must **NEVER** give your coursework, whether electronically or in paper copy, to **someone else to submit, nor should you accept to hand in coursework on someone else's behalf.** If copying of material occurs as a result of such activity, both parties are considered to have actively taken part in plagiarism.

Plagiarism, that is the presentation of another person's thoughts or words as though they are your own, must be avoided with particular care in coursework, essays and reports written in your own time. **Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.**

Direct quotations from the published or unpublished work of others, **from the internet, or from any other source** must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally if you summarise another person's ideas, judgements, **figures, diagrams or software**, you must refer to that person in your text, and include the work referred to in your bibliography and/or reference list. **Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.**

The direct and unacknowledged repetition of your own work, which has already been submitted for assessment, can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your Department. You should therefore consult your tutor or cluster director if you are in any doubt about what is permissible. **You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.**

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe any of these rules may result in an allegation of cheating. **Cases of suspected plagiarism will be dealt with under the College's Cheating Offences Policy and Procedures and may result in a penalty being taken against any student found guilty of plagiarism.**

20. Appendix D: Map of South Kensington Campus



21. Appendix E: Health and Safety Booklet