Imperial College London

Faculty of Engineering

Department of Civil and Environmental Engineering

MEng

Programme

STUDENT HANDBOOK

2018-19

Contents

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.

We're committed to providing you with the very best academic resources to help you reach your true potential.

We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like note taking, or simply having someone to talk to.

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 380 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2018-19) across our campuses.

Our Principles

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

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

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

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

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

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

1. Introduction to the Department

Welcome from Head of Department

I trust you have had a great summer, whether you were gaining work experience or taking a well-earned rest, and I hope that you are now ready to study again with renewed vigour!

You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally-leading experts. A strength of our Department, and the College as a whole, is its national and cultural diversity (well over 50 nationalities are represented in our Department alone) and we don't intend to allow Brexit, or any other outside influence, to change that.

London is a wonderful place to be a student. Please take full advantage of your once-in-a-lifetime opportunity and find a good balance between studying hard to fulfil your potential, and enjoying the company of your fellow students and life in London.

Good luck for the coming year!

Professor Nick Buenfeld

Welcome from Director of Undergraduate Studies

Welcome to the undergraduate course in the Department of Civil and Environmental Engineering. If you're a Fresher, I look forward to meeting you, and congratulations on choosing our course – you made a wise decision! If you are a returning student, I hope you had a refreshing summer, and I'm sure you are eager to see your classmates again and get back into your studies and extra-curricular activities.

We are committed to delivering the best student experience possible here, so let us know throughout the year if there is anything that we can do to make it better.

Best wishes to you all for an enjoyable and successful academic year ahead.

Dr Michael Templeton

Introduction by the Year 1 Coordinator

It is a pleasure to welcome you to the Department of Civil and Environmental Engineering at Imperial College London. In the coming four years we aim to provide you with a world-class training that is stimulating, challenging, that will open many doors and help you to pursue the path you choose. This handbook provides a general overview of the MEng course, as well as general Departmental and College information.

Our objective is that as many of our students as possible succeed and enjoy their time here. Whilst you will need to work hard to succeed, this should be an enjoyable experience as you learn about engineering and develop friendships amongst your colleagues.

It is important to be aware of a few key points to ensure you maximise the opportunity presented to you as a student in this Department:

1. We have designed the Year 1 timetable specifically to give you large chunks of uninterrupted time for individual study and group work. You need to use this time wisely and manage your learning.
2. The timetable includes lectures, tutorials and laboratory sessions. We expect full attendance at all of these sessions. We also expect you to be punctual. Students who arrive late disrupt the class and consequently are very unpopular with both their fellow students as well as with the staff.
3. Tutorial sessions give you the chance to ask your questions about the module material to staff and/or Graduate Teaching Assistants (GTAs). You need to keep up with the tutorial sheets in order use these sessions effectively (see point 1).
4. If there is a problem with a module, for example scheduling, classrooms, audibility, readability etc., please inform the staff member responsible immediately. It will not be the first time we hear there was a problem with a module after it has finished.
5. It is important to develop a relationship with your personal tutor. It is **your** responsibility to contact your personal tutor at intervals throughout the year.
6. Read the "Imperial Study Guide" booklet. The transition from secondary school to university is not easy, and there are some useful tips in that booklet that will help you.

The final (and possibly most important) point is to make use of one of the most useful resource available to you*: your fellow students.* We expect you to study in groups, to ask each other questions, and to solve problems together. In your future engineering careers you will always be working as part of a team and we encourage you to start to develop your team working skills as early as possible.

I hope that you enjoy your first year at Imperial College London and I am looking forward to getting to know you over the first few weeks.

Dr James Lawrence

CIVSOC

Hello Freshers!

If you're reading this, Congratulations! It means you've made it through to Imperial College Civil Engineering! My name is Hippolyte and I will be your Chair of CivSoc for this upcoming year.

The next four years will be some of the best in your life, and they will fly by very fast. Although there will be a good amount of work coming your way, the best way to ensure you have a great time at University is to take part in extracurricular activities and make the most of you time here. This is what CivSoc is here for.

So what is CivSoc? It's the Civil Engineering Society at Imperial run by students, for students in the Civil and Environmental Engineering Department, everyone's a member from the day they start. For budding engineers like you, we'll give you the chance to take off your hard hats, pack up your hi-vis jackets and leave your books in the library so that you get to explore everything that the student life has to offer. We'll even provide a support network (and basically a family) for all our students as we battle through our degree together.

We are one of the most active departmental societies in the College, organising a wide variety of events throughout the year to appeal to each and every one of your interests. It is through these social activities that we have developed very strong bonds in the department where everyone supports each other. We have an ever expanding range of events, from the intellectual and sporting to the good old fashioned pub crawls and pub quizzes, all with the purpose of enhancing your experience at Imperial and helping you to create some lifelong friendships with people from all the year groups. These events are complimented by site visits, professional lectures and our strong links to industry that opens you to a whole world of career opportunities.

The highlight of the CivSoc calendar is the International Tour, which is the envy of all the other departments. 70 lucky students will have the opportunity to travel to a European country at the start of the Easter holidays. It's the perfect excuse to discover the extraordinary with Civengers from every year whilst experiencing engineering practice and enjoying the cultural highlights and local culinary delights.

Additionally, the society's magazine, LIVIC (*read it backwards*) is published throughout the year. LIVIC is the perfect magazine for you. Filled with a little bit of everything, it will surely keep you going through those 9am lectures. Make sure you pick up your Freshers edition today! If you feel something is missing, why not write to us?

Now what's next you ask? CivSoc's been spending the summer planning your impending arrival. There's a range of activities being prepared for you to ensure that you feel welcome at Imperial. The highlight of Freshers' week will be the Four Bridges Pub Crawl on Thursday (*a true tradition rumoured to have begun in the days of Brunel*) where the Legendary Hard Hat Funnel 2.0 may make an appearance.

Make sure you register for the Mums&Dads scheme and don't forget to attend the family BBQ on Tuesday after the Freshers' Fair. Also, join your Official 2018 Imperial College Civil Engineering Freshers' Facebook group. For more information and to keep updated, keep an eye on your emails or find us on Facebook, Twitter, Skempton screens and our website.

If you have any questions or ideas, drop us an email to civsoc@imperial.ac.uk. See you soon!

Hippolyte Mounier-Vehier
CivSoc Chair 2018-2019

Introduction from the President of Imperial College Union

Hello and welcome to Imperial!

You're about to have a brand new start and set off on the next part of your learning career, so on a personal note from me, congratulations on your choice of university because what better place to be than here!

Here at Imperial we really try to live up to the cliché of "something for everyone" and offer as wide and diverse an experience as possible. Imperial College Union is here for all of your needs right from the word go, through your studies and beyond.

Imperial College Union is proud to say we're an organisation for students, led by students, tackling issues that matter to students. You'll see your five Officer Trustees, one of which is myself, around our campuses, on posters and sending you all emails. We're a group of five students that have taken time out of our studies to represent you. If you ever have questions or ideas that your department can't help with, we're normally a great place to start.

We have over 380 clubs and societies for you to get involved in which is a great chance to try something new over your time at Imperial. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your personal development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We're located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a great year and I will see you around.

Rob Tomkies
Imperial College Union President 2018-19

union.president@imperial.ac.uk

imperialcollegeunion.org

Academic and Administrative Staff

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👤 Professor Sue Grimes Undergraduate Year 4 Coordinator	📍 Room 233 📞 020 7594 5966 ✉ s.grimes@imperial.ac.uk
👤 Ms Fionnuala Donovan Postgraduate Taught/General Office Manager	📍 Room 118 📞 020 7594 5929 ✉ f.donovan@imperial.ac.uk
👤 Mr Callum Munro Departmental Librarian	📍 Room 402 📞 020 7594 6007 ✉ c.munro@imperial.ac.uk

Undergraduate Office

Your first point of contact in the Department for all enquiries relating to Undergraduate matters is the Undergraduate Office, in Room 401 of the Skempton Building. The office is managed by Mrs Louise Green, and supported by Miss Anna Hikel and Ms Tina Mikellides. The office is normally staffed between 08.00 and 17.00, from Monday to Friday. All email enquiries should be directed to the Undergraduate Office email account: ciugo@imperial.ac.uk

Attendance and absence

You must inform your Personal Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Personal Tutor on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

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 visas to the Home Office. Read through Appendix A – Monitoring of Attendance of Students, for information on the procedures in the Department of Civil and Environmental Engineering.

Key dates 2018–19

Term dates

Autumn term:	29 September - 14 December 2018
Spring term:	5 January - 22 March 2019
Summer term:	27 April- 28 June 2019

Closure dates

Christmas/New year:	24 December 2018 – 1 January 2019
	(College reopens on 2 January 2019)
Easter holiday:	18 April – 23 April 2019
	(College reopens on 24 April 2019)
Early May bank holiday:	6 May 2019
Spring bank holiday:	27 May 2019
Summer bank holiday:	26 August 2019

Key events

Commemoration Day:	16 October 2019
Imperial Festival and Alumni Festival:	29 & 30 June 2019

2. Programme information

Programme overview

We offer two MEng courses:

- **H201 Civil Engineering (MEng)**, 4 years
- **H202 Civil Engineering with a Year Abroad (MEng)**, 4 years

The course is designed to provide students with a solid technical basis in all the key areas of the modern Civil Engineering profession through delivery of a coherent, coordinated and balanced degree course, integrating core engineering science with practical application. It will enable students to acquire a mature appreciation of the context in which engineering projects are developed. We also aim to develop in our students excellence in oral, written and graphical communication. Students will be given sufficient time to explore the subject, to carry out self-organised study, and to think about the issues and challenges of the material allowing progressively, over the four years, more time for self-directed study as a better preparation for professional practice.

The learning outcomes of our extensive suite of MEng modules are:

Knowledge and understanding

- Basic mathematics and physics that are relevant to engineering.
- The fundamental concepts, principles and the theories of civil engineering.
- Business and management techniques that are relevant to engineering and engineers.
- Detailed knowledge and understanding of the essential facts, concepts, principles and theories relevant to the student's chosen specialist area(s).
- The role of the engineer in society and the constraints within which their engineering judgement will be exercised.
- The professional and ethical responsibilities of the engineer.
- The international role of the engineer and the impact of engineering solutions in a global context.

Intellectual skills

- Analyse and solve engineering problems.
- Design a system, component or process to meet a need.
- Be creative in the solution of problems and in the development of designs.
- Formulate the test hypotheses.
- Evaluate designs, processes and products and make improvements.
- Integrate and evaluate information and data from a variety of sources.
- Take a holistic approach in solving problems and designing systems, applying professional judgements to balance risks, costs, benefits, safety, reliability, aesthetics and environmental impact.
- Plan, conduct and report a programme of original research.

Practical skills

- Plan and execute safely a series of experiments.
- Use laboratory and workshop equipment to generate data.
- Analyse experimental results and determine their strength and validity.
- Prepare technical sketches and drawings.

- Prepare technical reports.
- Give technical presentations.
- Use scientific literature effectively.
- Take notes effectively.
- Write computer programmes.
- Use computational tools and packages.

Transferable skills
- Communicate effectively (in writing, verbally and through drawings), also using more than one language.
- Apply mathematical skills (algebra, geometry, modelling, analysis, quantify uncertainty).
- Work as a member of an interdisciplinary team.
- Transfer techniques and solutions from one aspect of civil engineering to another.
- Use information and communications technology.
- Manage resources and time.
- Learn independently in familiar and unfamiliar situations with open-mindedness and in the spirit of critical enquiry.
- Learn effectively for the purpose of continuing professional development and in a wider context throughout their career.

Programme structure

Years one and two offer a broad education in the theoretical principles and conceptual fundamentals that underpin the Civil Engineering profession. They consist of core modules only. Year three consists of a mixture of core and elective modules, with year four comprising a selection of elective modules and the completion of a core piece of research work culminating in its presentation at a poster event and in a Student Conference. The study of electives and the final year project give students an opportunity to develop specialist knowledge of a particular field.

Students registered for the year abroad programme will take the relevant language course for credit in years one and two, with the option to continue their language studies in the third year if required.

http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/syllabus/

Programme delivery

Modules will be delivered through a series of lectures, although teaching methods will vary between individual modules. Other teaching methods employed may include tutorials, group discussions, group work, progress tests, workshops, and others depending on the preferences of the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate.

Programme specification

The MEng Civil Engineering programme specification is available at:

http://www.imperial.ac.uk/media/imperial-college/study/programme-specifications/civil/MEng-Civil-Engineering.pdf

Link to competency statements

🖥 http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/civil/public/ug/UG_30_03_15-Competence-Standards-Civil.pdf

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

🖥 www.imperial.ac.uk/imperialmobile

Imperial Success Guide
The Imperial Success Guide is an online resource with advice and tips on the transition to university level study. More than just a study guide, it is packed with advice created especially for undergraduate 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

English language support
For more information on English language support available while you're here, see the Support for International Students section in this booklet. See the Admissions website for details:

🖥 www.imperial.ac.uk/study/ug/apply/requirements/english

Links with employers
Imperial College works closely with employers and industry, to design undergraduate courses which provide graduates with the required technical knowledge, expertise and transferable skills for successful careers. In Civil Engineering, students gain valuable contact with the industry through visiting lecturers, field trips, the Constructionarium, our creative design course, as well as their group and individual projects. Students are also encouraged to pursue internships during their summer vacation. All our undergraduate programmes are accredited by the Institution of Civil Engineers and the Institution of Structural Engineers and so, together with suitable work experience obtained after graduation, provide a route to the professional qualification of Chartered Engineer (CEng). Graduates also gain the Associateship of the City & Guilds Institute (ACGI), an internationally-recognised qualification unique to Imperial Engineering Graduates.

Accreditation/Professional membership
Our degrees are accredited as fully satisfying the educational base for a Chartered Engineer (CEng). For further information visit:

🖥 www.jbm.org.uk

Undergraduate students are part of an automatic enrolment with:

- The Institution of Civil Engineers (ICE)

  🖥 www.ice.org.uk

- The Institution of Structural Engineers (IStructE)

  🖥 www.istructe.org

These institutions will include you in worldwide communities of professionals working in your field of expertise, and is advantageous for exchanging knowledge and networking. As a member, you can use the facilities of the institutions, such as the Library. Freshers will be sent a consent form which they sign indicating whether or not the Department can enrol them in these institutions.

FIELD TRIPS

All field trips are held in the Summer Term.

Year I

Surveying

As a part of the Surveying Module, you will attend a six-day field course in practical land surveying. This is normally held at the Stackpole Outdoor Learning Centre in Wales. Students work in small teams to carry out all the surveying and alignment design work required to set out a new road. This includes reconnaissance, control survey (GPS survey, traversing and levelling), detail mapping (stadia tacheometry and total station survey), plan (map) compilation, environmental appraisal, road planning, alignment design, setting out and determination of the quantity of earthworks.

Year II

Geology

As a part of the Soils and Engineering Geology module, you will take a five-day geology field course. This is normally held in Minehead, Somerset. The course emphasises the importance of geology and the geological environment to civil engineering design. In particular students are taught how to identify and apply an appropriate geological model, undertake a geological hazard and risk assessment and so infer potential engineering geological problems.

Year II

Constructionarium
The second year ends with the Constructionarium. This one-week residential course is held at the Construction Industry Training Board's campus at Bircham Newton in Norfolk on a specially designed site, where students will build projects often at about 1:10 scale, such as dams, oil rigs, tunnels, towers, bridges and a stadium. The teaching team comprises a contractor, consulting engineers and Imperial's own lecturers, technicians, PhD students and alumni. Students work in teams, as managers and chartered engineers, or specialist or general operatives, answering to a client on time, budget, quality and compliance with contract.

Outdoor clothing
The weather here in the UK is unpredictable and can be cold and wet when these field trips are held. We would therefore advise you to bring some waterproof clothing and warm layers when you return for the summer term.

Safety boots
All students are required to own a pair of safety boots. These can be purchased from a College approved supplier during the first week of term, or students can purchase boots independently providing they meet a particular safety standard. The cost through the College supplier for the 2018/19 session is £35.

Timetable and accessing iCal

You will receive details of your timetable in advance, during the first days of the new term.

All students, once subscribed to the timetabling database, will receive a subscription email.

Use the link below to view your timetable on your device's calendar. This will automatically subscribe you to "My Timetable", showing your lectures, classes and other scheduled events.

webcal://www.imperial.ac.uk/timetabling/mytimetable/ical/AL3KAXRE287701/schedule.ics

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.

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.

🖥 http://www3.imperial.ac.uk/graduateschools/

- 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:

🖥 http://www.imperial.ac.uk/careers

- Additionally you can contact the Departmental Careers Advisor for further guidance and information:

👤 Dr Peter Stafford

📍 Room 321

📞 020 7594 7916

✉ p.stafford@imperial.ac.uk
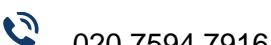
Policy on student employment during studies

🖥
https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf

3. Assessment

To complete the requirements of the Civil Engineering MEng degree, all assessments must be undertaken to the appropriate level. Assessments of the degree will comprise written examinations, coursework, project work, presentations, drawings, and technical reports.

You will be advised of your examination timetable by the end of October.

Major assessments set throughout the entirety of the degree are:

- **Creative Design I** (year one)
- **Creative Design II** (year two)
- **2-Day Design Projects** (year two)
- **Geotechnics/Structures mini-projects** (year three)
- **Group Design Project** (year three)
- **Final Year Project** (year four)
- **Student Conference** (year four)

🖥 http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/individual-and-group-projects/

Progression

The minimum pass requirements in each year of the degree course are as follows:

Part I and II

- Achieve a mark of at least 40% in each individual examination.
- Achieve an aggregate mark of at least 40% in each module.
- Achieve an aggregate mark of at least 40% in the combined coursework assessments.

Part III

- Achieve a mark of at least 40% in the following modules:
    - Group Design Project (CI3-311)
    - Computational Engineering Analysis (CI3-321)
    - Structural Mechanics (including Structures Project) (CI3-331)
    - Dynamics of Structures (CI3-336)
    - Fluid Mechanics (CI3-340)
    - Geotechnics (including Geotechnics Project) (CI3-350)
    - Environmental Engineering (CI3-360)
    - Transport Systems (CI3-370)
- Achieve an aggregate mark of at least 40% in the combined coursework assessments.
- Achieve an aggregate mark of at least 40% in the combined examination assessments.
- Students on the Year Abroad programme are required to achieve an aggregate mark of at least 67% in the combined assessments for years 1 and 2 and make satisfactory academic progress during year 3.

Part IV

- Achieve a mark of at least 40% in the Individual Research Project module (CI4-405).
- Achieve an aggregate mark of at least 40% in the combined coursework assessments.
- Achieve an aggregate mark of at least 40% in the combined examination assessments.

Classifications

Third: a student must achieve an aggregate mark of 40%
Lower Second: a student must achieve an aggregate mark of 50%
Upper Second: a student must achieve an aggregate mark of 60%
First: a student must achieve an aggregate mark of 70%

Re-examinees right to attend.
There is no right to re-attend. Re-examinees access to the Blackboard Lean VLE, and College computing accounts, will be retained.

The College's Academic and Examination Regulations:

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

Mitigating Circumstances Policy and Procedures:
🖥 http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/

College Policy on Exams and Religious Obligations:
🖥 http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/

Instructions to candidates for examinations:
🖥 https://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

Submission of Coursework
The Coursework Schedule for your particular year group containing details and deadlines for each element of coursework can be found on Blackboard Learn at https://bb.imperial.ac.uk/ in the CI0-003 Undergraduate General Information (2018-2019) course. To view the information, you should click the Coursework Information Folder.

The Coursework Schedules are up-dated regularly but remain as a draft throughout the session. They are intended to give you advance warning of the assignments that are set and when they are to be submitted, which should help you to manage your time. It is the responsibility of Student Year Representatives to communicate all agreed modifications to the deadlines of coursework submissions/marking/feedback to the Undergraduate Office at ciugo@imperial.ac.uk.

Coursework submissions may be online or in paper copy, depending on the preference of the setter.

Coursework Cover Sheets
Coursework coversheets for group and individual work can be found in the Undergraduate Office. They can also be downloaded from Blackboard Learn and saved to your device. Each one contains a plagiarism declaration on the back which must be signed. An example of the coursework cover sheets used for individual and group work can be found in Appendix E.

Submitting Coursework
The deadline for submitting paper-based Undergraduate coursework is at 10.00am, via the Coursework Boxes in the corridor on Level 4 just past the Library, unless otherwise specified by the coursework setter. **Under no circumstances should coursework be handed in to the Undergraduate Office**.

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 Student Representatives who will then

communicate with the setter on your behalf, or the Undergraduate Office. If there is still a delay this should be followed up with the relevant Year Coordinator.

Returning Marked Coursework

You are required to submit all your marked coursework to the Undergraduate Office, unless instructed otherwise, by the end of the academic session for inspection by the External Examiners. You may of course keep it while you are revising for your examinations.

Penalties for late submission

Coursework deadlines are 10:00(am) on the dates specified by the academics setting the coursework. The College has a fixed policy on the late submission of coursework. A penalty will be applied on any coursework submitted up to 24 hours past the deadline, whereby the mark will be capped at 40%, if there is no mitigation. The penalty for late submission does not apply to coursework that is intended to be completed and submitted within timetabled sessions (e.g. design projects, progress tests). In such cases, a zero tolerance policy applies for missing the deadline, unless there are valid mitigating circumstances.

Claims for mitigating circumstances are to be judged by the coursework setters and should be reported to the Undergraduate Office using the Mitigating Circumstances Form so that repeated claims for clemency can be noted. If there is uncertainty regarding these claims, the coursework setter will refer such cases to the Senior Tutor. In cases of late submissions, please give the reason for submitting your coursework late by writing a brief note on your coursework cover sheet, before submitting it via the Coursework Boxes. Confidential certificates/letters, however, should be submitted direct to the Undergraduate Office.

Late Submissions Policy and Penalties: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf

Reading Lists

The College has introduced a new interactive system, Reading Lists, for students to view their reading lists, and create their own virtual library collections. Each of your modules on Blackboard Learn will include a direct link to the core and supplementary recommended texts on Reading Lists. You can also view where in the Central Library your recommended texts are available, and how many copies are available, as well as commenting and collaborating with other students.

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

Past examination papers

Most academics will make available past examination papers and model answers to the Blackboard Learn VLE, or will work through example past examination questions during tutorial sessions. You will be advised when these papers are available.

Transferring between courses

Students wishing to transfer between the H201 and H202 courses should contact the Year Abroad Administrator, Ms Tina Mikellides in the Undergraduate Office in the first instance:

👤 Ms Tina Mikellides
📍 Room 401, Undergraduate Office

📞 020 7594 5965

✉ t.mikellides@imperial.ac.uk

4. Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism 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.

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

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

Exam offences
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.

Dishonest practice
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.

Cheating offences policy and procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College's Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

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

Passing coursework for others to submit

You are not permitted to request or arrange for another individual to submit your coursework for you. You should make every effort to ensure that you are available to submit your coursework in person. Should circumstances prevent you from handing in your own coursework, you should inform the Undergraduate Office as soon as possible.

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's Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

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

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

5. Board of Examiners

Board of Examiners

CHAIR

👤 Dr Adrian Butler

EXAMINATIONS OFFICER

👤 Professor Daniel Graham

SECRETARY

👤 Mrs Louise Green

MEMBERS

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

External Examiners

👤 Professor William Powrie, University of Southampton

👤 Professor Stephen Garrity, University of Leeds

External examiners reports can be found here:

💻 www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff

6. Location and facilities

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

Your main location of study will be:

📍 Department of Civil and Environmental Engineering

Skempton Building

South Kensington Campus

Imperial College London

London SW7 2AZ

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.

Facilities

PC laboratories

The building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College's Central Library.

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

💻 http://www.imperial.ac.uk/admin-services/ict/

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.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.

💻 http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff and students 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

Room	Level	Capacity		Purpose
Meeting Room 002	0	20		Seminars – presentations
Teaching Room 060A	0	30	Combined: 96	Lectures – tutorials – examinations – presentations
Teaching Room 060B	0	30		Lectures – tutorials – examinations – presentations
Teaching Room 060C	0	36		Lectures – tutorials – examinations – presentations
Learning Centre 062	0	24		Examinations – tutorials – study groups
Teaching Room 064A	0	30		Lectures – tutorials – examinations – presentations
Teaching Room 064B	0	30		Lectures – tutorials – examinations – presentations
Laboratory Room 043	0	N/A		Hydrodynamics Laboratory
Teaching Room 163	1	40		Lectures – tutorials – examinations – presentations
Lecture Theatre 164	1	160		Lectures – presentations – seminars
Teaching Room 165	1	22		Lectures – tutorials – examinations – presentations
Laboratory Room 158	1	N/A		Structures Laboratory
Lecture Theatre 201	2	122		Lectures – presentations – seminars
Lecture Theatre 207	2	50		Lectures – presentations – seminars
Munro Computing Lab 208	2	70		Computing – lectures – tutorials
Reprographics Room 218	2	N/A		Printing and binding facilities
Laboratory Room 221	2	N/A		Intelligent Infrastructure Transport Systems (IITS) Laboratory
Teaching Room 224	2	60		Lectures – tutorials – presentations – seminars – practicals
Mezzanine Lab 240	2	N/A		Workshops – lab practicals – design classes
Teaching Room 301	3	92		Lectures – tutorials – examinations – presentations – seminars
Teaching Room 307	3	76		Lectures – tutorials – examinations – presentations – seminars
Computing Lab 314	3	10		Computing – lectures – tutorials
Teaching Room 315	3	56		Lectures – tutorials – presentations
Computing Lab 317	3	36		Computing – lectures – tutorials
Library 402	4	N/A		Study area
Common Room 414	4	N/A		Staff and PhD Students **only**
Meeting Room 444	4	10		Meetings – PhD Examinations – presentations
Teaching Room 427	4	20		Lectures – tutorials – presentations – seminars
Laboratory Room 509	5	N/A		Environmental Laboratory (Roger Perry)

Laboratory Room 528	5	N/A	Geotechnics Laboratory
Teaching Room 601	6	40	Lectures – tutorials – meetings – examinations – presentations

College ID cards

If you have registered online and uploaded a suitable photo before arrival, your ID card will normally be issued by your Hall of Residence during Freshers' Weekend.

After arrival, ID cards can be collected from the Undergraduate Office in Skempton Building. For those who have their photos taken on arrival, the ID card is normally available from the Undergraduate Office within two days.

Overseas Students

You will be asked to upload a scanned copy of the photo page of your passport and to enter your passport number. This is required by UK visa guidelines.

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/

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 to the BOSS Space. Binding facilities are also accessible in room 218.

Additionally the Service Point Print Shop is located in room 024 of the Sherfield Building. Service Point can be contacted by email at:

✉ imperial.college@servicepointuk.com

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 Central Library and Departments across the Campus.

🖥 http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/

Lockers

There are 312 lockers located on Level 3, Skempton, of which 156 have been allocated to Undergraduate students. If you would like to be allocated a locker you need to complete the relevant form below. Numbers are limited and allocated on receipt of the form:

🖥 https://skempton.wufoo.eu/forms/mxpfnt81rnww9e/

The Department's Postgraduate Taught/General Office is located in room 118 on the ground floor of the Skempton Building, open Monday-Friday 08.00-17.30, and deals with locker allocation and general department queries.

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.

🖥 http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/

Facilities management

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

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

🖥 http://www3.imperial.ac.uk/estatesfacilities

Room bookings

Room bookings on weekdays during term-time may be requested via Wufoo, or in person at the Postgraduate Taught/General Office. This form is to be used only for room booking requests in the Skempton Building.

🖥 https://skempton.wufoo.eu/forms/m1tjxryi0n2kgwc/

Please note: **We do not make room bookings for Imperial College Union Societies**. These need to be made via the Student Union.

Room booking requests outside of normal College hours should be made via the Conference Office.

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. Download the timetable 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 and https://www.imperial.ac.uk/media/imperial-college/visit/public/SouthKensingtonCampus.pdf

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

🖥 www.disabledgo.com/organisations/imperial-college-london-2

7.   Working while studying

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

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

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

If you are considering part-time work during term time you are strongly advised to discuss this issue with your Personal Tutor. If you are on a Tier 4 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.

Please refer to our policy on working while studying:

🖳   https://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/

8.   Health and safety

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

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

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

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

Health and Safety Information (OH requirements, vaccinations, use of equipment, training etc.):

🖥   http://www.imperial.ac.uk/safety/

Your Departmental Safety Officer is:

👤 Dr Geoff Fowler

📍 Room 413, Skempton Building

📞 020 7594 5973

✉ g.fowler@imperial.ac.uk

A copy of the Department Health and Safety Booklet can be found in Appendix F.

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

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

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

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

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

🖥   www.imperial.ac.uk/safety

Following the link to "SALUS" (top right hand corner of web page).

To report concerns or to ask for advice you should contact your Module Coordinator, Personal Tutor 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 Undergraduate Office

📞 00 44 (0) 207 594 6045 (Mrs Louise Green)

📞 00 44 (0) 207 594 5965 (Ms Tina Mikellides)

📞 00 44 (0) 207 594 6002 (Miss Anna Hikel)

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 service.

Working alone and emergency contact numbers

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College's South Kensington campus, the call will go direct to the College Security Control Desk: **020-7589-1000.**

If using an internal College phone, the number to call is **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 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 Safety Booklet – see Appendix F).

9.   College policies and procedures

Regulations for Students

All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

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

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

Appeal and complaints procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

Academic integrity

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College's approach to plagiarism is available on the Student Records and Data website:

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

Intellectual property rights policy

For further guidance on the College's Intellectual Property Rights Policy, please contact the Research Office:

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

Use of IT facilities

View the Conditions of Use of IT Facilities:

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

Student Disciplinary Procedure

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

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

10. Well-being and Advice

Student Space

The Student Space website is the central point for information on health and well-being.

💻 www.imperial.ac.uk/student-space

Director of Student Services

Hannah Bannister, Director of Student Services, is responsible for the College's dedicated student support network and for making sure that all of the College's student services work together to provide help and support throughout your time at Imperial. She works closely with Imperial College Union to listen to and respond to the needs of students.

Support 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 here.

Personal Tutoring Scheme

In Civil and Environmental Engineering every student is assigned a Personal Tutor from the academic staff. Your Personal Tutor will provide pastoral support and academic guidance throughout your time as an Imperial undergraduate. You should feel able to discuss any issues that you might encounter during your degree with your Personal Tutor, who will be able to signpost you to additional sources of support and guidance if you or they feel that any issue is having more than a minor impact on your health or studies.

While Personal Tutors are encouraged to arrange regular meetings with their Personal Tutees, as academics they inevitably have a range of commitments as part of their teaching, research and administrative responsibilities. Therefore you are encouraged to be active in arranging meetings with your Personal Tutor, especially during your first and second years of study. The Undergraduate Office can provide assistance if you have difficulty in contacting your Personal Tutor, particular if you have a specific issue that you wish to discuss with them. It is recommended that you met with your Personal Tutor around every fortnight during the autumn term, and then at least a couple of times a term after that.

Within the Department the Undergraduate Office and the Senior Tutor are able to provide advice and support in addition to your Personal Tutor. We also recommend visiting the following websites:

- The Student Space website (www.imperial.ac.uk/student-space/) gives details of sources of support beyond the Department, as well as advice on how to live well.

- The Student Hub (www.imperial.ac.uk/student-hub/) in Sherfield Building brings together many of the College's key support services in one easily accessible place.

- The Success Guide website (www.imperial.ac.uk/students/success-guide/) provides advice on how to attain academic excellence.

We strongly recommend that you **register with a GP** (expected to be the College Health Centre) within the first couple of weeks of term. It is much better to register and not need them, than need them and not be registered.

Mid-Term Reports:

Throughout your undergraduate studies, you are required to submit mid-term reports in each of the three terms of the academic year. Mid-term reports are an opportunity for you to:

- Reflect on your academic progress.
- Consider what steps you could take if your academic progress has not been in line with your own expectations.
- Advise us of any health or personal issues that you have experienced.
- Inform us of any professional and personal development activities you are involved with beyond the degree course, such as attending CivSoc events, talks arranged in the Department, and engineering institutional events.
- Inform us of any activities you are involved with beyond the degree course, which we consider as an important part of your life at the College. It is particularly helpful for your Personal Tutor to know about these when writing references for you.

Mid-term reports are also used by us:

- As an attendance checkpoint.
- To advise the Board of Examiners of any mitigating circumstances that should be considered in individual cases (alongside submitted minor or major mitigating circumstances forms).
- To allow the Senior Tutor to identify any common issues that might arise.

You will be advised of timetabled slots for you to discuss each of your mid-term reports with your Personal Tutor. If it is not possible for you or your Personal Tutor to attend a timetabled slot you have a shared responsibility to contact each other to arrange an alternative date and time to meet.

You can obtain the mid-term report template as a PDF form (to be completed prior to meeting your Personal Tutor) on Blackboard Learn.

Any information you provide in the mid-term reports is treated as confidential by your Personal Tutor, unless you give permission for the information to be shared. The submitted mid-term reports can only be viewed by the Senior Tutor and staff in the Undergraduate Office, who also treat any information provided as confidential.

Mitigating Circumstances:

Should you fall ill, injure yourself, or suffer other mitigating circumstances that affect your physical or mental health and wellbeing, either preventing you from attending an examination or submitting a piece of coursework on time, or affecting your performance in an examination or piece of coursework, you should submit a mitigating circumstances form as soon as you are able. In the case of examinations you should inform the Undergraduate Office as soon as you are aware that you are not fit to sit an examination, or are taken ill during an examination.

You should also inform the Undergraduate Office and your Personal Tutor if you have cause to submit a mitigating circumstances form, or if you are absent from College through illness for a period of three or more days.

You should use a **minor mitigating circumstances form** if you are submitting a minor piece of coursework (up to 10% of the module mark) late, or if you are unable to submit it. The minor form does not require evidence to be submitted for the mitigating circumstances, unless you submit three or more minor forms within the same academic year.

You should use a **major mitigating circumstances form** if you are absent from an examination or progress test, or if you are submitting a major piece of coursework (more than 10% of the module mark)

late, or if you are unable to submit it. This includes the final year research project and design projects. The major form requires you to submit evidence for the mitigating circumstances. Details of the type of evidence that may be submitted are included on the form.

Please note the following advice from College support services on situations in which they can and cannot provide evidence for mitigating circumstances:

- The College Health Centre can only certify illness for absence from College lasting more than one week or absence from an Examination. They cannot certify an illness if the student has not been seen at the Health Centre during the illness. Likewise, the College Student Counselling Service can only provide a letter on request by a student who is already attending counselling. The 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.

In the Department of Civil and Environmental Engineering mitigating circumstances are considered by the Mitigation Advisory Panel who report their anonymised recommendations to the Board of Examiners. Please be assured that all mitigating circumstances are considered in confidence. Students are strongly encouraged to declare any mitigating circumstances promptly and in all cases prior to the annual Board of Examiners' meeting, as decisions made by the Board of Examiners cannot be altered without submitting an appeal to the College.

The Department does not raise marks based on mitigating circumstances, as students are required to achieve the progression criteria. Mitigating circumstances are considered by the Board of Examiners in deciding to allow a student to re-attempt an examination or coursework when they are able to do so.

You can obtain the minor and major mitigating circumstances templates as PDF forms on Blackboard Learn.

To submit either form you should complete it electronically in Adobe Reader (which allows supporting documentation to be attached), save it as a PDF with your name in the filename and email it as an attachment to the Undergraduate Office at ciugo@imperial.ac.uk

Mums and Dads scheme

Imperial College Union's 'Mums and Dads' scheme matches first years with returning students in the Department to help you tap into the experience and peer support available from existing students.

https://www.imperialcollegeunion.org/your-union/mums-dads-2018

Support in your hall of residence

If you're staying in College accommodation you will have access to a range of support within your hall.

Well-being support

All halls have their own Residential Support team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contributed to at a rate of £2/week in 2017/18.

The team includes a number of returning students, known as Hall Seniors, who can offer first hand advice on making the most of life at Imperial.

http://www.imperial.ac.uk/study/ug/why-imperial/supportive-environment/support-in-your-hall/

Administrative support

Each hall has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. If you have any enquiries or want to report a maintenance issue there are people on hand to help you.

Imperial College Union support

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

Imperial College Union (ICU) Advice Centre

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

🖥 www.imperialcollegeunion.org/advice

Student representatives

The Union have many different opportunities for student representatives to get involved with issues they care about, including Liberation Officers ensuring views of under-represented and interest groups are heard, Academic Reps and Wellbeing Reps.

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.

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

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community. The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body. Do make sure you get in touch with them if there's something you would like to discuss or change.

Health and well-being services

NHS Health Centre and finding a doctor

Even if you're fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

🖥 www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is an NHS Health Centre on our South Kensington Campus which you may visit during clinic hours if you're feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

🖥 www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

🖥️ www.imperial.ac.uk/student-space/here-for-you/dentist

Counselling and Mental Health

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

🖥️ www.imperial.ac.uk/counselling

Religious support

The Chaplaincy Multi-Faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

🖥️ www.imperial.ac.uk/chaplaincy

Financial well-being

If you've got any questions about student financial support (loans, scholarships, US and Canadian loans) then contact the Student Financial Support team:

📞 020 7594 9014

✉️ student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

🖥️ http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011

✉️ tuition.fees@imperial.ac.uk

Fees and Funding

🖥️ http://www.imperial.ac.uk/fees-and-funding/

Support for disabled students

Disability Advisory Service

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person's disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

Some of the sorts of things the Disability Advisors can help with are:
- checking that your evidence of disability is appropriate and up-to-date
- arranging a diagnostic assessment for specific learning difficulties
- making recommendations for additional exam arrangements, for example extra time or rest breaks
- arranging extra Library support and access to the Assistive Technology Suite
- supporting applications, where appropriate, for continuing accommodation after your first year.

Your advisor will draw up a "Suggested Reasonable Adjustment" document for you to share with your department which outlines all your support needs and we will fund any additional support agreed by your DAS Advisor. This could include funding for:
- note taking, specialist study skills or mentoring support.
- disability related equipment (NOT computers)
- other additional support, for example taxi fares for those who need help with transport.

A disability is any long-term condition that has a substantial impact on your ability to study effectively for example:
- a specific learning difficulty, e.g. dyslexia, dyspraxia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder etc
- a visual, hearing, or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger's syndrome
- a mobility or dexterity impairment.

You can book an appointment by dropping in to the office, phoning or sending an email

👤 The Disability Advisory Service, Room 566, Level 5, Sherfield Building

📞 020 7594 9755

✉️ disabilities@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf

Departmental Disability Officers

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

Your Departmental Disability Officer is

👤 Mrs Louise Green

📍 Undergraduate Office, Room 401

📞 020 7594 6045

✉ l.green@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf

If you have any issues regarding a disability that you would like to discuss, or if you believe you will require special examination arrangements due to a disability, please feel free to speak to Mrs Louise Green in Room 401, or email for an appointment.

Advice services

You have access to a number of specialist advice services.

Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.

Visit the Career Service's website to:

- Book a careers appointment
- Find resources and advice on successful career planning

💻 www.imperial.ac.uk/careers

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries

- Research degrees
- Student financial support
- Student records
- Tuition fees

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 9444

✉ student.hub@imperial.ac.uk

💻 www.imperial.ac.uk/student-hub

Accommodation

💻 http://www.imperial.ac.uk/study/campus-life/accommodation/

Library and IT

Information and Communications Technologies (ICT)

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from ICT's Service Desk.

📞 020 7594 9000

💻 www.imperial.ac.uk/ict/service-desk

ICT Service

💻 http://www.imperial.ac.uk/students/online-services/

Software shop
The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

💻 www.imperial.ac.uk/admin-services/ict/shop/software

Central library

The Central Library, open 24 hours throughout the academic year, is the main focus for library services on the South Kensington Campus. With over 1,200 study spaces, the Library is home to our engineering, science and business print collections, as well as a broader range of humanities material. The Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. A vital part of the library service is its team of subject librarians who can advise on everything from where to find the best information, to how to manage your references. For more information and the name of your librarian see:

🖳 www.imperial.ac.uk/library.

Departmental library

The Civil Engineering Library provides a space for the exclusive use of students and staff of the Department. Funded by the Department, the Library hosts a collection of around 15,000 books, 400 online and print journal titles, a large collection of reports from industry, and historical collections. During term time it is open from 09.00 to 19.00, Monday-Thursday, and 09.00-17.00 on Fridays.

Our dedicated Librarian offers support with coursework and information skills in one-to-one or group formats. The Library engages with students via Twitter @CivEngLib.

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

👤 Callum Munro

📍 Departmental Library, Room 402

🖳 http://www.imperial.ac.uk/civil-engineering/about-us/library/

Institution of Civil Engineers Library (ICE)
The library located at the Institution of Civil Engineers (ICE) is home to the world's largest dedicated collection of civil engineering materials. In addition to printed books and journals, the ICE library also offers access to a number of digital services, including e-books and advanced search tools, and a quiet place to work. All ICE members can borrow up to three items in person, or by post.

📍 Institution of Civil Engineers Library
   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

Religious support

The Chaplaincy Multi-Faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

🖳 www.imperial.ac.uk/chaplaincy

Support for international students

English language support

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

🖥️ www.imperial.ac.uk/academic-english

International Student Support team

Students from outside the UK make up around half of our student population, so our International Student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

🖥️ www.imperial.ac.uk/study/international-students

11. Student records and data

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

The team is currently 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.

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

Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

Student records and examinations

📞 +44 (0)20 7594 5887
✉ SROTeam1@imperial.ac.uk

Degree certificates

📞 +44 (0)20 7594 8037
✉ certificates@imperial.ac.uk

12. Work-life balance

The pace and intensity of undergraduate 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.

👤 Chair: Hippolyte Mounier-Vehier

✉ hippolyte.mounier-vehier15@imperial.ac.uk

👤 Secretary: Elenna Sakka

✉ elena.sakka15@imperial.ac.uk

👤 LIVIC Editor: Thibault Audic

✉ thibault.audic16@imperial.ac.uk

👤 Events Officer: Joshua Lim

✉ joshua.lim16@imperial.ac.uk

👤 Industrial Liaison Officer: Alexis de Germay de Cirfontaine

✉ alexis.de-germay-de-cirfontaine16@imperial.ac.uk

👤 Departmental Representative: Ottilie Shiyong Liu

✉ shiyong.liu15@imperial.ac.uk

👤 International Tour Officer: Inigo Basterretxea Jacob

✉ inigo.basterretxea-jacob16@imperial.ac.uk

👤 Treasurer: Dalia Lister

✉ dalia.lister17@imperial.ac.uk

👤 Alumni, and Mums & Dads Officer: Dorian Sabathier

✉ dorian.sabathier16@imperial.ac.uk

👤 Marketing and Web Officer: *to be confirmed*

👤 Departmental Welfare Rep: *to be confirmed*

Imperial College Union

The Union's range of 380+ 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

Physical Activity Sport

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

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

💻 www.imperial.ac.uk/spor

13. 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 (ICU) website.

🖥 https://www.imperialcollegeunion.org/your-union/your-representatives/representation/academic-representation-network

Student-Staff Liaison Committee

The Student-Staff Liaison Committee is 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 student-staff committees are available here:

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

The Committee meets once each term, and its remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, and relevant Departmental Officers.

The SSLC is chaired by the Director of Undergraduate Studies, with the Departmental Representative acting as Deputy-Chair.

14. Student surveys

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

- Student Experience Survey (SES)
- UG SOLE lecture/module survey

The UG SOLE lecturer/module survey runs at the end of the autumn, and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them. There are also separate surveys for your **BPES** and **Horizon** modules.

For **UG SOLE** your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The **Student Experience Survey (SES)** is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The **National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England. When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS).** NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

For Imperial's results visit the Unistats website:

🖥 http://unistats.direct.gov.uk/Institutions/Details/10003270

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

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

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

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

🖥 http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/

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

✉ surveys.registrysupport@imperial.ac.uk

15. And finally

Imperial Horizons

1. There are three different kinds of study status for Imperial Horizons students:

Study basis	Definition
Degree Credit	Counts towards a student's degree. 6 ECTS. Actual final mark appears on transcript.
Extra Credit	Does not count towards a student's degree, but 6 ECTS and 'pass', 'merit', 'distinction' recorded on transcripts of successful students. Fails do NOT appear on transcripts for Extra Credit Students.
Non-Credit	1st year 8 week courses only. No ECTS. Does not count towards a student's degree. 'Pass', 'merit', 'distinction' recorded on transcripts of successful students. Fails do NOT appear on transcripts for Non-Credit students.

2. Summary of what is available to each year group:

Year	8 Week course (Autumn OR Spring)	19 or 20 Week course (Autumn AND Spring Terms)
1	• All 1st year Horizons courses run for 8 weeks EXCEPT for Languages. • Non-credit only. • No degree or extra credit. No ECTS. • Pass, Merit or Distinction recorded on transcript for successful students	• 1st year Language courses run for 19 weeks • Extra credit. 6 ECTS • Degree credit available as part of the Year in Europe, or Languages for Science programmes, or where allowed by a student's department. 6 ECTS
2,3,4		• All courses for years 2/3/4 run for 20 weeks. • 6 ECTS – Extra Credit or Degree Credit. • Students assessed regardless of credit status. • All coursework is sample double-marked and externally examined.

Note: Each Department has its own guidelines as to which courses may be taken for extra credit or degree credit. Currently Civil Engineering students are able to take all third and fourth year courses for degree credit. These are subject to change, but the latest list is available online: http://www.imperial.ac.uk/horizons/manage-your-course/taking-a-course-for-credit/

3. Imperial Horizons timetable slots for 2018-19 will be the same as previously:

Monday	16.00-18.00	Second Years
Tuesday	16.00-18.00	First Years
Thursday	16.00-18.00	Third/Fourth Years

4. Students on the Year in Europe for Science programmes will study their chosen language during the Horizons slot, with their third weekly language hour delivered during Friday lunchtime.

5. Students will enrol via www.imperial.ac.uk/horizons.Every effort will be made to provide students with their first choices, though inevitably there may be some cases where this is not possible.

	Enrolment opens	Enrolment closes	Allocations confirmed
Incoming 1st years in Oct'18	Monday 3 September	Monday 8 October	Friday 19 October

6. There are no formal pre-requisites for Imperial Horizons courses, except in Languages and Global Citizenship. See here for more information on language levels and pre-requisites. Language classes have entry levels mapped both against the British school system and the Common European Framework (CEF). In all other fields, courses available to 1st years normally would be at FHEQ level 4; 2nd years would be at level 5; 3rd and 4th years would be at level 6.

7. Each Imperial Horizons course has its own set of pages on Blackboard Learn, and there are online course summaries.

   Written examinations for Language Horizons courses always take place on the final Monday or Tuesday of Spring term, 4-6pm, depending on the language studied. **This may not therefore be your usual Horizons slot, depending on which year you are in**. If you have a timetable clash on the day of your exam you will be excused from your Civil Engineering session so that you can attend your Horizons language exam.

8. If you have any queries about your Horizons module we suggest you contact the relevant Horizons Field Leader in the first instance:

Languages and Global Citizenship	Dr Fliss Starr-Egger	f.starr-egger@imperial.ac.uk
Global Challenges	Dr Elizabeth Hauke	e.hauke@imperial.ac.uk
Science, Culture and Society	Dr Michael Weatherburn	michael.weatherburn@imperial.ac.uk

NB there is no field leader for the Business and Professional Skills Field. In the first instance please contact the horizons team on the email address below.

For further information please contact the Imperial Horizons Administrator on horizons@imperial.ac.uk

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 Wifi, complementary 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 Undergraduate programme, you may choose to continue your studies on a Master's programme at Imperial:

💻 http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/

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/

Imperial College London

STAY CONNECTED

Department of Civil & Environmental Engineering

Department Alumni **cv-alumni@imperial.ac.uk**

Civil Engineering News **cv-news@imperial.ac.uk**

Join the Imperial College alumni
www.imperial.ac.uk/alumni

Follow us on twitter
@ImperialCiveng

flickr™

16.   Appendix A: Monitoring UG Attendance

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 from outside the European Union to enable them to attend our courses.

Sponsorship of students, under our Tier 4 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 course, 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/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2017-18/general/1.-General-Regulations_Oct-17-FINAL.pdf

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 Engineering 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.
- Completion of Health and Safety Induction, at which a checklist must be completed, signed by the student and a relevant member of staff.
- Submission of selected items of coursework.
- Attendance at Field Trips/Site Visits.
- Examinations and Progress Tests.
- Randomly selected lectures/laboratories/tutorials.
- Scheduled meetings with Personal Tutors and/or Project Supervisors.

In order to make this process efficient, the following shall apply.

- The Undergraduate Office shall conduct the monitoring using a class list supplied by Imperial College Registry.
- There shall be one location (which will be notified to you by email) for the submission of **randomly selected** coursework related assessment items.
- Each student shall sign the class list at each check-point.
- The Undergraduate Office shall inform the relevant Senior and Personal Tutor of any student who fails to interact with the College on **three** consecutive occasions.
- The student will be invited for interview, and a warning 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 and submitting coursework on time. If students cease to engage properly with the course, e.g. by being absent without permission or adequate cause, this may be reported to the relevant authorities, and may result in being asked to leave the College. In the case of those attending with Student Visas, this could jeopardise the individual's ability to stay in the UK.

Internships

Undergraduate students are permitted to undertake an internship during their vacation, but they should not commence any placement during official College term dates.

17. Appendix B: Disabilities Statement

Information for students with disabilities, specific learning difficulties or long-term health issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can arrange expert advice and support to enable you to do this.

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

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D).
- Autistic spectrum disorder (such as Asperger's).
- Deafness or hearing difficulties.
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression).
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease).
- Physical disabilities or mobility impairments.
- Visual difficulties.

Where to find help:

Departmental Disability Liaison Officer

👤 Mrs Louise Green

✉ l.green@imperial.ac.uk

📍 Room 401

📞 020 7594 6045

Mrs Green is your first point of contact within your Department and is there to help you with arranging any support within the Department that you need. She is also the person who will apply for special examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

Disability Advisory Service

The Disability Advisory Service works with individual students no matter what their disability or level of study to ensure that they have the support they need. Our advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person's disability can affect them in different ways and therefore the support offered is flexible and tailored to you. We can also help if you think that you may have an unrecognised study problem such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our advisors never pass on information outside the College or to parents unless you ask them too.

Some of the sorts of things the Disability Advisors can help with are:

- Checking that your evidence of disability is appropriate and up-to-date.
- Arranging a diagnostic assessment for specific learning difficulties.
- Making recommendations for additional exam arrangements, for example extra time or rest breaks.
- Drawing up a "Suggested Reasonable Adjustment" document for you to share with your department which outlines all your support needs.
- Arranging and funding the support you need. This can include:
    - Note taking, study skills or mentoring support.
    - Purchasing disability related equipment (NOT computers)
    - As well as funding taxi's for those who need help with transport
- Help with arranging extra Library support and access to the Assistive Technology Suite
- Supporting applications, where appropriate, for continuing accommodation for your second or later years.

A disability is any long-term condition that has a substantial impact on your ability to study effectively, such as:

- a specific learning difficulty, e.g. dyslexia, dysgraphia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder
- a visual, hearing or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger's syndrome
- a mobility or dexterity issue

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

18.   Appendix C: Revision and Exam Stress

Stress

During revision and exam periods, anxiety and stress are very common problems for students – even for those who appear confident and calm. Don't despair; you are not alone.

A small amount of anxiety can actually be beneficial, it can make you alert and focused, but too much anxiety means you will have trouble thinking clearly and this means you aren't likely to do your best work.

What exactly is stress?

Stress is the body's normal response to a challenge, threat or excitement. The consequence of stress depends largely on how you interpret the physical symptoms; it can help motivate you or it can paralyse you.

Take the following scenario:

- Joe: a student just before a critical exam
- Jane: an athlete just before a big competition
- Both Joe and Jane are aware of the same physical symptoms:
  - sweaty palms
  - racing heart
  - knot or butterflies in the pit of the stomach

Joe, the student, feels distressed by his symptoms and views them negatively, as if the symptoms are a sign of impending failure. Joe may have trouble sleeping and spend a lot of time worrying about his physical condition and the upcoming exam.

Jane, the athlete, interprets her symptoms as a sign that she can motivate herself to perform well. She views the symptoms as evidence that she is "psyching herself up" for the big competition.

The bottom line?

Stress can be a barrier to optimal performance or a motivating agent; it all depends on how you interpret, label and manage what you are experiencing.

The trick is to figure out what level of stress is motivating for you and what amount is paralysing and then work to keep it in the motivating zone.

Anxiety

Anxiety is very common and many people find ways of overcoming it or coping with it without seeking professional help. However, for some people anxiety can be harmful, it can affect your physical health, or your fears can take over your life and stop you doing the things you want to do. The good news is that there are things you can do to help.

Managing anxiety

1) Identify trigger factors
The first step in managing anxiety is to identify the specific situations that are making you stressed or anxious and when you are having trouble coping. One way to do this is to keep a diary of symptoms and

what is happening when anxiety occurs. It is also helpful to identify any worrying thoughts as this can lead to finding ways to solve the specific problem that is of concern.

2) Thought management
Thought management exercises are useful when a person is troubled by ongoing or recurring distressing thoughts. There are a range of thought management techniques. For example, you can use distraction with pleasant thoughts. This can help take attention away from unpleasant thoughts. Alternatively, one can learn 'mindfulness techniques' to direct attention away from negative thinking and treat thoughts as just thoughts and not facts. The choice of thought management technique will depend on the type of anxiety problem. A psychologist can help you decide on thought management strategies that are likely to be most helpful.

3) Talk about it
Try a friend or relative who you trust and respect, and who is a good listener.

4) Learning to relax
People who feel anxious most of the time report that they have trouble relaxing. Knowing how to release muscle tension is an important anxiety treatment. Learning a relaxation technique and practising it regularly can help a person to maintain a manageable level of anxiety. You can learn these through groups, with professionals, but there are several books and self-help materials you can use to teach yourself. It's a good idea to practice relaxation regularly, not just at times of crisis.

http://www.imperialcollegehealthcentre.co.uk/exams-and-stress/coping-with-anxiety/

Managing revision stress

Take a look at the three categories outlined below and see which one best describes the type of student you are. Some students get stuck in one pattern – others may pass through each phase.

When you have identified what type of student you are or what phase you are currently in, click on the appropriate link below for tips on how to help yourself.

Which type of student are you?

1. The Self-Indulgent student

   - denial of responsibility / or overconfident
   - not lazy, but has low frustration tolerance
   - escapist tendencies
   - requires stimulus to raise anxiety (e.g. approaching deadline)
   - http://www.imperialcollegehealthcentre.co.uk/exams-and-stress/managing-revision-stress/self-indulgent-student/

2. The Tense & Fearful student

   - denial of potency – deskilling self unnecessarily
   - self-critical, low self-esteem
   - overwhelmed by the importance of the exam, pressure to succeed
   - http://www.imperialcollegehealthcentre.co.uk/exams-and-stress/managing-revision-stress/tense-and-fearful-student/

3. The Perfectionist student

   - denial of vulnerability, wanting total control
   - critical of the "system", passive-aggressive
   - sets impossible goals, so never feels "good enough" or "safe enough"

- obsessive, workaholic tendencies; or procrastination
- http://www.imperialcollegehealthcentre.co.uk/exams-and-stress/managing-revision-stress/perfectionist-student/

Study and exam strategies

Organise

- Sort out your topics for revision. Base selection of topics on syllabus and examination requirements, on predictions derived from past papers and on guidelines suggested by tutors.
- Devise a routine of study periods that is realistic and productive, and includes rest intervals!
- Pay attention to diet, sleep and recreation – all are important factors in maintaining balance and keeping stress levels under control.
- Breakdown targets into manageable units. Ticking off completed units creates a sense of forward movement. A checklist for the day's targets (making sure the targets are realistic and achievable) can also boost morale.
- Use your time wisely – deal with less demanding tasks in periods of the day when you are less alert or focused. If you find yourself struggling unproductively with a problem, take a break or switch to some other work.

Maximise your learning

- The more you actively interact with the subject matter, making it your own, and linking it to previous knowledge, the more meaningful and memorable it becomes.
- Follow the **PQRST** model:
  - **P**review – skim the material to get an overall preview
  - **Q**uestions – formulate questions that highlight what you aim to derive from your reading
  - **R**ead Actively – make appropriate notes of key ideas
  - **S**ummarise – identify the main points using lists, key words, flow diagrams, etc. and connect them with knowledge from other sources
  - **T**est – test yourself by reciting and reviewing the summaries immediately after learning the material and again at later intervals.

Tips

- Use flow diagrams, keywords or patterns linking ideas to make master summaries for revision purposes.
- Use cue cards! Index-sized "flash" cards are easy to carry around and are useful for learning information you find particularly hard to remember.
  You can put facts, figures, formulae on the cards and use colours, keywords, mnemonics and other memory aids to help you learn.
- Space your studying and give yourself time for the information to sink in. Study related topics together and take regular, short breaks at suitable "achievement points".
- Compare notes with other students and get feedback and/or clarification from tutors.

General exam strategies

Conquering exams: strategies and skills

- **Practical preparation:** Check the time and venue of the exam and figure out how to get there in good time, and have the necessary equipment ready (e.g. pens, ID card, clear bottle of water etc.)
- **Emotional preparation:** Mentally rehearse how to tackle the exam as a whole and review your strategies for dealing with anxiety. Consider what might also help, for example, staying away from crowds gathering outside exam halls.
- **Memory considerations:** Systematically review your revision notes the night before or the morning of the exam, but don't attempt to learn complex new material at this late stage.

Capitalise on short-term memory by glancing at your "difficult" cue cards just before entering the exam hall, then try reproducing them immediately when you are allowed to start.

Exam skills

Read the exam paper carefully and underline key words and instructions.

Don't panic – if you feel unable to answer any of the questions at this stage it is likely due to a surge in anxiety.

- Note how many questions you are required to answer and if any are compulsory.

- Tick the questions you intend to answer. Make a rough timetable, allocating equal time to equally weighted questions. Allow for about 15 minutes of "planning" and 10 minutes of "finishing off" time overall for a typical 3 hour exam.

- Avoid getting demoralised at the start. Answer the easiest question first and save the most difficult one for last. Attempt all the questions required – usually the first 50% of marks for any question are easier to obtain than the next 50%.

- Watch the wording of the questions. Answering a question that wasn't asked means no marks, no matter how thoughtful your answer was!

- Jot down key ideas that emerge about any of the questions and use them for "planning" an answer. This might show the examiner what you had in mind in case you run out of time.

- Save the last 5-10 minutes for "finishing touches" e.g. crossing out unwanted script, ensuring that questions are clearly numbered, and that all answer books have your identification number.

Sitting the exam

What if I get a mental block during an exam?

- Give yourself a couple of minutes to try to remember or puzzle out the answer. If you are still blocked, move on to the next question. If ideas for dealing with the question pop up while working on another one, jot them down before you forget them.
- With mathematical questions it pays to stick with the problem a bit longer, say 10 minutes. Try thinking back to first principles or representing the problem diagrammatically or more concretely, or think laterally about related issues.
- Adjust your timetable and still attempt all the required questions.

What if I panic during an exam?

If you start panicking in the exam, and you find that the harder you try to work the worse you feel, practise "Stop the Wasp":

- **STOP –** the self-defeating thoughts that are buzzing around like wasps. Tell yourself instead that you are going to survive this experience, come what may. Go through the following **"W-A-SP"** squashing procedure, which you'll need to practise during milder forms of anxiety in the revision period (so you can learn to recognise the early stages of panic, which are easier to neutralise).
- Familiarity with the procedure, through practice and mental rehearsal is essential emotional preparation.
- **WAIT** – switch off and unwind for a few moments. Focus on breathing and then relax with eyes closed. This will help you return to the task afterwards with a calmer, clearer mind and a more constructive perspective.

- **ABSORB** – taking in the relaxation, flood your mind with constructive self-talk (ideally from a repertoire of previously prepared and practised phrases), then slowly open your eyes and calmly bring yourself to face the exam situation.
- **SLOWLY PROCEED** – calmly get going again with the paper, as best you can, one step at a time.

Keep in mind:

- When focusing on your breathing, take a long, slow, deep breath, and allow the air to flow out slowly and smoothly. Sit back comfortably, dangling your arms by your side, and imagine any tension flowing out through your hands and feet. Try any relaxation strategy that works for you.
- If your breathing pattern has been rapid and shallow, you may be at risk of hyperventilating. Instead, pause after long exhalations, and breathe you're stomach, rather than upper chest, movements. If you continue to hyperventilate, breathe into cupped hands (or even a paper or plastic bag – take one along if you think you'll need it).
- It may help to reframe your attitude towards the examiner. Instead of some sadistic, persecuting figure, imagine him or her as a friend, or someone who just wants some help with the question.

Repeat "Stop the Wasp" if necessary – you may have rushed back too soon the first time. Stay longer "waiting" and "absorbing". If the panic continues or escalates, tell the invigilator without delay.

After the exam

Don't indulge in post-mortems and comparisons with others. Review what went well in your overall approach, including how you handled anxiety, and aim to improve upon it in your next exam.

19.   Appendix D: Cheating Offences: Policy and 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:

🖥 http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/c/academic-governance/public/regulations/2016-17/exam/Cheating-Offences-Policy-and-Procedures_Oct-16.pdf

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 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. It 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.

20.   Appendix E: Cover Sheets

Coursework and Project Cover Sheet

First Year Undergraduate

Department of Civil and Environmental Engineering

Surname _____   First Name _____   CID _____

Module _____

Assignment_____

Supervisor _____

Submission Date _____

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:

Signature:_____   Date:_____

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: _____

Late penalty applied: _____

Group Coursework and Project Cover Sheet

First Year Undergraduate

Department of Civil and Environmental Engineering

Module _____

Assignment_____

Supervisor_____

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:_____

Name: _____ CID: _____ Signature:_____ Date:_____

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: _____

Late penalty applied: _____

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 writing and incorporate your own ideas and judgements.

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 course 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.**

Legend:
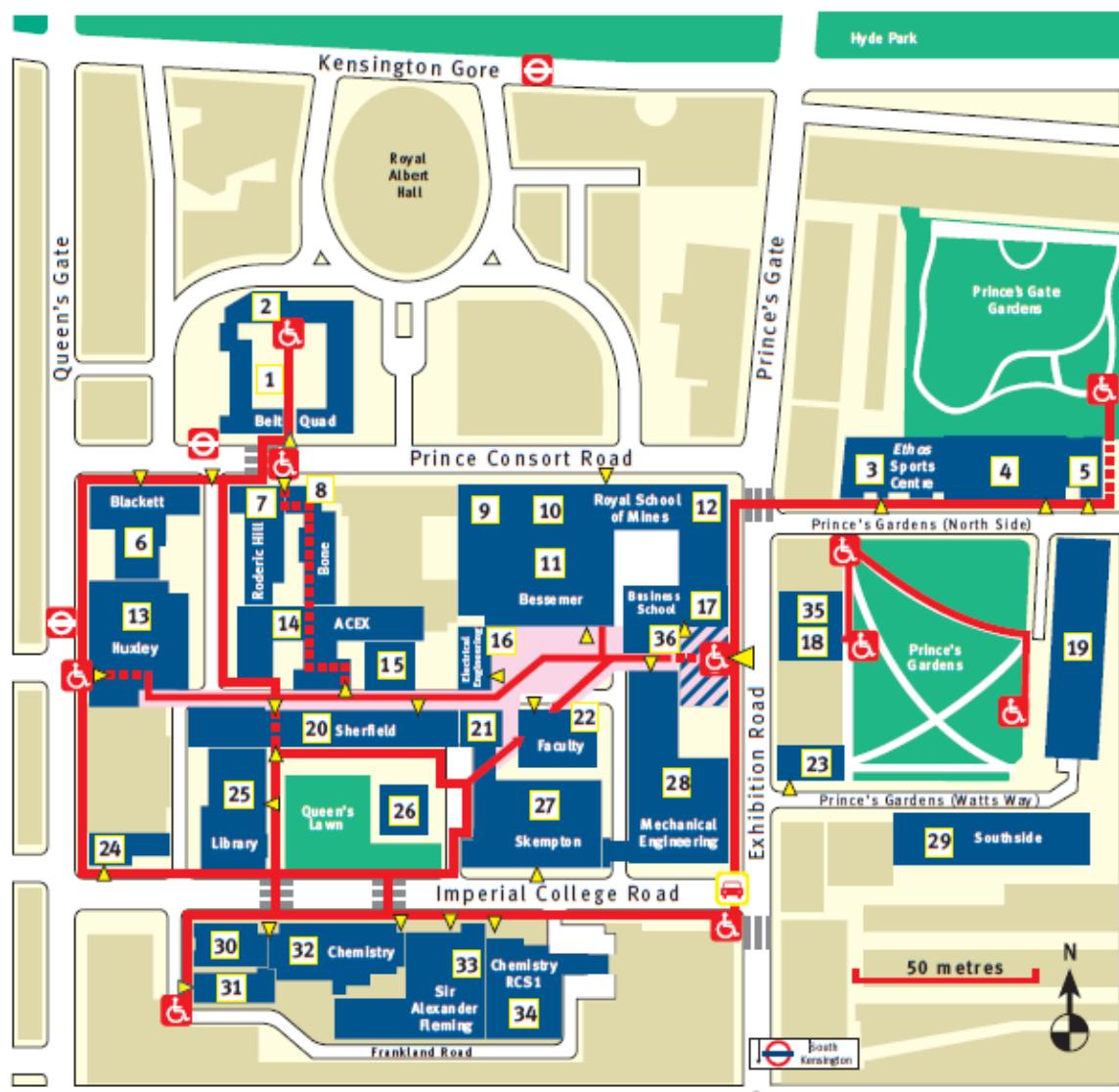
- Main walkway
- Main entrance
- Accessible route
- Buildings where wheelchair access is not possible at this time
- South Kensington Underground
- Bus stops
- Building entrances
- Vehicle entrance

1	Beit Quadrangle	12	Goldsmiths Building	21	Grantham Institute for Climate Change
2	Imperial College Union	13	Huxley Building	22	Faculty Building
3	*Ethos* Sports Centre	14	ACE Extension	23	58 Prince's Gate
4	Prince's Gdns, North Side Garden Hall	15	William Penney Laboratory	24	170 Queen's Gate
5	Weeks Hall	16	Electrical Engineering	25	Imperial College and Science Museum Libraries
6	Blackett Laboratory	17	Business School	26	Queen's Tower
7	Roderic Hill Building	18	53 Prince's Gate	27	Skempton Building
8	Bone Building	19	Eastside	28	Mechanical Engineering Building
9	Royal School of Mines	20	Sherfield Building Student Hub Conference Office	29	Southside
10	Aston Webb				
11	Bessemer Building				

30	Sir Ernst Chain Building – Wolfson Laboratories
31	Flowers Building
32	Chemistry Building
33	Sir Alexander Fleming Building
34	Chemistry RCS1
35	52 Prince's Gate
36	Alumni Visitor Centre

Building key:

1 Beit Quadrangle
Beit Hall, Chaplaincy, Imperial College Union
2 Imperial College Union
3 *Ethos* Sports Centre
Sport Imperial
4 Prince's Gardens, North Side
No.8: Early Years Education Centre
No.10–12: Garden Hall
No.15: Centre for Environmental Policy
5 Weeks Hall
6 Blackett Laboratory
Physics, Institute of Shock Physics
7 Roderic Hill Building
Aeronautics, Biology, Centre for Process Systems Engineering, Chemical Engineering, Composites Centre
8 Bone Building
Aeronautics, Chemical Engineering
9 Royal School of Mines
Earth Science and Engineering, Materials
10 Aston Webb
Earth Science and Engineering
11 Bessemer Building
Centre for Blast Injury Studies, Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology
12 Goldsmiths Building
Bioengineering, Materials
13 Huxley Building
Computing, Institute of Shock Physics, Mathematics, Physics
14 ACE Extension
Aeronautics, Chemical Engineering
15 William Penney Laboratory
London e-Science Centre
16 Electrical Engineering Building
Electrical and Electronic Engineering, Energy Futures Lab
17 Business School
Centre for Quantitative Finance, Innovation Studies Centre, Entrepreneurship Centre, Centre for Health Management
18 53 Prince's Gate
Business School
19 Eastside
Gabor Hall, Linstead Hall, Wilkinson Hall, Eastside bar and restaurant, Essentials convenience store
20 Sherfield Building
Level 1: Catering, Centre for Health Policy, Queen's Tower Rooms, Security Reception
Level 2: Bank (Santander), Fuel Stop, Great Hall, Junior

Common Room, Newsagent, QT snack bar, Senior Common Room, Union Shop
Level 3: Academic Visitors' Accommodation, Centre for Co-Curricular Studies, Conference Office, Equality and Diversity Unit, Finance, Graduate Schools, HR Pensions, Human Resources, International Office, Outreach, Centre for Continuing Professional Development, Registry, Sport Imperial, Student Accommodation Centre, Student Hub
Level 4: Archives, Continuing Professional Development Unit, ICT, ICT Helpdesk, Occupational Health Service, Safety Department
Level 5: Blyth Music and Arts Centre, Careers Service, Communications and Public Affairs, Development, Educational Development Unit, Estates (Projects, Facilities, Finance, Property Management) Read and Pippard Lecture Theatres, Seminar and Learning Centre (SALC)
21 Grantham Institute for Climate Change
22 Faculty Building
Academic Health Science Centre (AHSC), Central Secretariat, Climate-KIC, Communications and Public Affairs, Corporate Partnerships, Faculties of Engineering, Medicine and Natural Sciences Administration, Finance, Human Resources, Institute for Security Science and Technology, Institute of Global Health Innovation, Planning, President & Rector's Office, Research Services
23 58 Prince's Gate
Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Imperial Consultants, Oak Room, UK Energy Research Centre
24 170 Queen's Gate
Council Room, Dining Room and Solar, President & Rector's Residence
25 Imperial College London and Science Museum Libraries
Central Library, Library Archives and Special Collections, Science Museum Library
26 Queen's Tower
27 Skempton Building
Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Centre for Transport Studies, Wohl Reach Out Lab
28 Mechanical Engineering Building
ICT, Mechanical Engineering, Vibration University Technology Centre
29 Southside
Falmouth Keogh Hall, Selkirk Hall, Tizard Hall, Health Centre, Dentist
30 Sir Ernst Chain Building – Wolfson Laboratories
Biology, Cell and Molecular Biology, Centre for Bioinformatics, Electron Microscopy Centre, Glycobiology Training, Molecular Biosciences, Research and Infrastructure Centre, Centre for Structural Biology

31 Flowers Building
Cell and Molecular Biology, Centre for Integrative Systems Biology and Bioinformatics, Chemistry, Electron Microscopy Centre, MRC Centre for Molecular Bacteriology and Infection
32 Chemistry Building
Chemistry
33 Sir Alexander Fleming Building
Medicine, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences
34 Chemistry RCS1
Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry
35 52 Prince's Gate
Imperial Innovations
36 Alumni Visitor Centre
College Cafe

22. APPENDIX G: HEALTH AND SAFETY
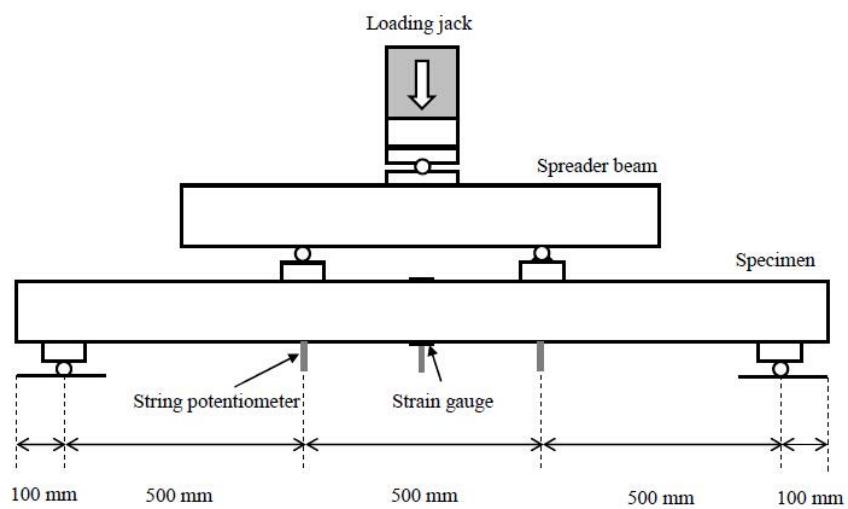
Student
Health & Safety Handbook

Department of Civil & Environmental Engineering

Table of Contents

PLEASE NOTE: THIS HANDBOOK IS REVISED ANNUALLY

SKEMPTON BUILDING

HEALTH AND SAFETY CONTACT INFORMATION

Emergency procedures:

- **MEDICAL, FIRE or SECURITY EMERGENCIES - DIAL 4444 or 020 7589 1000**

- **FIRST AID** – Contact the nearest First Aider (see separate sheet)

- **BUILDING EVACUATION** – Know your evacuation route, use the nearest staircase (east, west or central stairs). DO NOT USE THE LIFTS. Leave the building quickly and safely. Do not return to collect personal belongings.

- **ACCIDENTS + DANGEROUS OCCURRENCES** – All accidents and near misses, however minor, MUST BE REPORTED using the online system "SALUS"

Department Emergency Control Team

|	Office		Tel.
Head of Department	442	Prof N. Buenfeld	45955
Department Safety Officer	413	Dr G. D. Fowler	45973
Technical Services Manager	417	Mr B. Whiting	46895
Department Operations Manager	440A	Mrs L. A. Cumming	42715
Assistant to the Technical Services Manager	309	Mr S. Hullock	45869

Building Health and Safety Committee

	Office		Tel.
Chairman of Department Safety Committee	417	Mr B. Whiting	46895
DSO; EWRE Rep.; COSHH, Radiation, Fieldwork & Biological Safety Advisor	413	Dr G. D. Fowler	45973
Manual Handling Assessor	236	Mr T. Stickland	43224
Committee Secretary, DSE Assessor, Fleet Manager	309	Mr S. Hullock	45869
First Aid Coordinator	507	Dr A. Nievas-Pino	41214
Fluid Mechanics Section Academic Safety Representative; Laser Safety	328A	Dr H. Burridge	45201
Geotechnics Section Academic Safety Representative	528B	Dr J. A. H. Carraro	46038
Structures Section Academic Safety Representative	228B	Dr H. S. Wong	45956
Transport Section Academic Safety Representative	337	Dr P. Angeloudis	45986
UG Student representative (Dept. Rep.)		Miss O S Liu	
PG (Research) Student representative		Mr C Zogheib	
Post-Doctoral Research Staff Representative		Vacancy	
Skempton Building Manager (Office in City & Guilds Building)	C&G 260	Mr G. Fairhurst	49639
Assistant Skempton Building Manager (Office in City & Guilds Building)	C&G 260	Mr Z. Rahman	50186
Department of Aeronautics DSO (Office in City & Guilds Building)	C&G 222	Dr N. MacCarthy	45043
Department of Mechanical Eng. Deputy Safety Officer	238A	Mr A. Wallace	47015
Wohl Reach Out Laboratory	100	Ms S. Konnur	41924
Faculty of Engineering Safety Manager (Desk in Faculty Building L2)		Mr S. Greenwood	40821

Imperial College Safety Department (level 4 Sherfield Building)

Director of Safety Department		Dr S. Johal	49420
Safety Department Administrator		Mrs S. Kerai	49423

Any changes to this list should be notified immediately to Dr G. D. Fowler.

Email: g.fowler@imperial.ac.uk

FIRST AID TRAINED STAFF CONTACT DETAILS

First Aid

In the event of an accident or medical emergency contact the NEAREST first aider without delay!

Your Nearest First Aiders are:

NAME	LOCATION	PHONE
David de Ruyter	010b	45925
Fionnuala Ni Dhonnabhain	118	45929
Shreya Konnur (Reach Out Lab)	100	41924
Neal Beadle	Mech. Eng Teaching Workshop L1	41671
Aslan Kutlay		
Paul Crudge	236	45902
Gordon Herbert	236	45948
Rebecca Naessens	328	45990
Tina Mikellides	401	45965
Roisin Buckley	506	
Dr Angel Nievas-Pino	507	41214
Dr Antonio Carraro	528B	46038
Dr Richard Ghail	534	46001
MENTAL HEALTH FIRST AIDERS		
Lucy Chivers	441	46098
Sarah Willis	443	41127
Alexandra Williams	613	45995/46153

ALL FIRST AIDERS ARE DEFIBULATOR (AED) TRAINED

If you cannot get hold of a local first aider or need First Aid outside of normal working hours, contact Security on: 4444 or 020 7589 1000

Nearest First Aid Box	General Office (118)
Nearest AED	SAF Building - Foyer

This notice was last updated: 09/2018

IMPORTANT SAFETY INFORMATION

Evacuation procedure:	Evacuate the building on sound of the claxon sounder and evacuation voice and go to the assembly point on the steps of the Queen's Tower
Campus emergency number	4444 (from an internal telephone) 020 7589 1000 (from all other telephones).
Frequency of fire drills	Annual (usually during the first 4 weeks of the autumn term)
Frequency of alarm testing	Weekly at around 8am on Tuesday mornings
Locations of:	
Fire alarm call points	*Five* per floor located between each set of fire doors
Emergency exits	See map in this book
Evacuation routes	Follow the green arrows located on the back of all office and lecture theatre doors and in the corridors
Assembly point	On the steps of the Queen's Tower
Fire extinguishers etc	Located throughout the building, at least three sets per floor, normally adjacent the emergency exits, plus in all laboratories (look for the Red location signs)
Safety Notice Board	Located on Level 4 on the wall outside the room 415
Departmental Staff with Safety duties	See the list enclosed in this book, in the lifts and on noticeboards in lecture rooms, offices and around the building
First Aid Arrangements	
Accident reporting	Use SALUS – the online reporting system. This can be accessed from the Safety department web pages on the College intranet: http://www3.imperial.ac.uk/safety
Safety Department	Provides advice on Safety issues. Located in Sherfield Building, L4.
Occupational Health	Provides advice and support (including vaccinations and health screening) for all College personnel involved in College work. Located in Sherfield Building, L4.
Security	Provides a 24 hour, college-wide service relating to building security, first aid and emergency support.
Web site information	The College intranet contains all the detailed information required to help staff & students understand College policies & procedures.
Key Web site addresses	Imperial Home Page: http://www3.imperial.ac.uk/ Use the bookmarks along the top to locate the required Departments and services. For support services (non academic issues) use the A-Z index under "Admin and Service" to locate the required area. Safety is under "S"
Building Access Hours	7am-Midnight every day except Christmas Day and Boxing Day, when the College is closed.
Normal Working Hours	8am-6pm weekdays.
Departmental Hazards	All department labs are considered to be high hazard areas. Do not enter any laboratories until you have been inducted for the lab and completed a risk assessment for the planned work. The department has a "No Lone Working" policy for laboratories, which applies outside normal hours.
PPE	All UG MEng students **must** own steel toed and soled safety

	boots suitable for site work. Other PPE for MEng students is issued in week 1 for use throughout the course. For all other MSc courses, the leaders will advise you regarding the required PPE for each trip.
Dept. Safety Committee	Meets three times per year to consider all matters relating to Departmental Health and Safety. All Research and Teaching activities are discussed. Student issues are represented by the "Dep Rep".
General Advice on Safety	If you have any safety related questions, please contact the DSO: Dr G D Fowler, room 413, ext 45973, email: g.fowler@imperial.ac.uk

Health and Safety instructions for Students
Undertaking taught courses in the Department of Civil & Environmental Engineering, Skempton Building

INTRODUCTION

The Health and Safety of all students whilst studying at Imperial College is a primary concern to the Staff and College. There are several major pieces of legislation that dictate the implementation of Health and Safety Policy and Practise. We must ensure that students are not put at risk during their study at Imperial College. However, there is also a responsibility upon yourself to follow, to the best of your abilities, all instructions and guidance provided. This booklet has been written to provide an outline of Health and Safety arrangements within the Department and to provide you with guidance to your own responsibilities.

GENERAL INFORMATION

Health and Safety within the Department is organised and managed by the Departmental Safety Officer, Dr G. Fowler (room 413, ext. 45973). He is always available to provide advice and guidance on all aspects of Health and Safety. All major Health and Safety decisions are made by the Skempton Building Safety Committee, which meets every term. The committee comprises representatives from all the Sections in the Department, Users of the Building, Student representatives (UG & PG), plus staff with specialist advisory roles for particular activities that may present a risk.

The Orange Health and Safety and Green First Aid/Lifesaver notices provide Health and Safety guidance and list the members of staff with specific safety related duties and responsibilities. Copies of these notices are included inside this book and further copies are spread throughout the Department. These signs are updated regularly. You must yourself familiar with their content.

The College has a significant amount of safety-related information available via its web site: http://www.imperial.ac.uk/safety.

YOUR RESPONSIBILITIES

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

a. Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.

b. Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.

c. Attend appropriate induction and training.

d. Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.

e. Not interfere with any equipment provided for Health and Safety reasons.

f. Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

DEPARTMENT SAFETY SHAREPOINT SITE

The Department operates an electronic safety registration and risk assessment system. It is based around an online resource for H+S using the Microsoft SharePoint platform. This system provides a single resource for safety management, including: risk assessment creation and final approval and laboratory safety information. Appendix 1 in this booklet provides a summary of the how you can access the system and complete a risk assessment. As taught students, you will only need to use this system for the research project element of your course where your work may include laboratory or fieldwork activities. Risk assessments will not be needed for desk or computer-based projects. Appropriate training in using this system will be provided when required.

DEPARTMENT SECURITY

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

ALWAYS wear your College Security/ID card whilst at College. Belt clips or neck lanyards are available from the department General Office.
DO NOT allow strangers to enter the building out of hours (deliberately or via tailgating)
NEVER lend your ID card to anybody, if they cause damage or present a risk to security or safety, YOU will be liable.

DEPARTMENTAL WORKING HOURS

The nature of the College is such that it appears to operate 24 hours per day - research never stops. Nevertheless, there are times of the day which the College considers are "outside normal hours" or access is limited and so special safety procedures including specific risk assessments and or lone working approval may be needed for your work to continue. In addition, there are times of the day when the College is "closed". The Department open and closed hours are as follows:

Normal opening hours: 8am – 6pm Monday to Friday
Swipe card access only: 7am – 8am & 7pm – 12pm, Weekdays
7am- 12pm Weekends and Public Holidays
College "Closed" (swipe inactive): 12pm to 7am every day and during selected whole days during College Closure at Christmas.

Please make sure that you leave the Department before midnight. College Security patrol the buildings out of hours and any persons found on the premises will be removed from the building and have their access rights curtailed.

SAFE BEHAVIOUR IN THE DEPARTMENT

This is a large and busy building where many varied and potentially dangerous processes occur. You should always be careful when in the building, to ensure that you do not put your self or others in way of harm. For example, be aware of people around you when walking down corridors, so that you do not obstruct them or inadvertently release a door into their path. All doors on the corridors are fire doors and have automatic closer devices fitted which cause the door to swing back, almost instantaneously, to the closed position. Please note that some of these doors (mainly on Level 5) have a delayed close and should not be forced to close – this will damage the closer device. Fire doors <u>must never</u> be propped open with a wedge or other heavy object.

Also, please note:

- Do not run in the corridors.
- The wearing and use of roller blades, inline skates and the use of scooters in the building is forbidden. They are a hazard to other people and damage the floors.
- You must not enter any of the laboratories or workshops without prior permission.
- **Bicycles are not allowed** in the building – this is a College-wide policy. Bicycles must be stored in the racks provided on Campus.

WASTE DISPOSAL

There are very strict laws governing waste disposal. The College is proactive with regard to waste management and recycling, there are numerous recycling points around the building. Certain wastes generated in the department are separated for recycling/safety reasons. The following is a brief guide to the recycling and waste disposal mechanisms operating throughout the campus and applied within the department.

The College is striving to recycle as much of the waste it generates. One way to achieve this is by segregating waste at source. To achieve this the College has a number of different waste bins in use, which are colour-coded, each one designated for different wastes:

Waste domestic Glass (not broken glass):   Use the red-topped bins
Paper and Card (**no** paper cups or food wrappers):   Use the blue-topped bins
Cans and plastic bottles: Use the green-topped bins
Non-recyclable waste: Use the black-topped bins

Special arrangements exist for non-domestic, electronic and laboratory wastes:

Batteries   a dedicated bin for batteries is located on level 2 (BOSS area) in the area near the photocopiers.

Chemical wastes   Any waste arising from laboratory activity which is contaminated or classified as hazardous (laboratory staff will advise you if you are unsure) must be disposed of in a controlled manner. Each Laboratory has special containers for segregating these wastes, including solvents, flammable waste, oils, corrosive materials, powders, etc. Please follow the

guidance in each laboratory appropriate for the waste requiring disposal.

Clinical waste: Of main concern are syringe needles and any bodily fluids. If you find anything which may fall into this category around the department, please contact the Department Safety Officer (DSO) immediately.

Electrical equipment: Waste electrical equipment must not be disposed of via the non-recyclable waste route. Please contact the DSO for details of the procedures which exist for disposing of these materials.

Laboratory waste   Every laboratory has rules regarding the disposal of laboratory waste. You will be advised by laboratory staff what is expected in each laboratory.

Laboratory Glass: The College operates special disposal systems for laboratory glassware which is contaminated or made from Pyrex – it **MUST NOT** be put into the red recycling bins in communal areas.

Toner cartridges   There is a bin on L2 (BOSS area) and L4 outside room 415, dedicated to printer and toner cartridges.

If you have any doubts regarding the best way to dispose of a laboratory waste, ask the Laboratory staff, your Supervisor or the Department Safety Officer. Your risk assessment should specify all waste disposal procedures required for your work.

FIRE EQUIPMENT AND ESCAPE ROUTES

The Department has several means of escape in an emergency. The plan below shows the building in relation to the rest of Imperial College.

Emergency exit locations and Assembly point for Skempton Building

The Department's assembly point is around the base of the Queen's Tower

▲ = Emergency exit
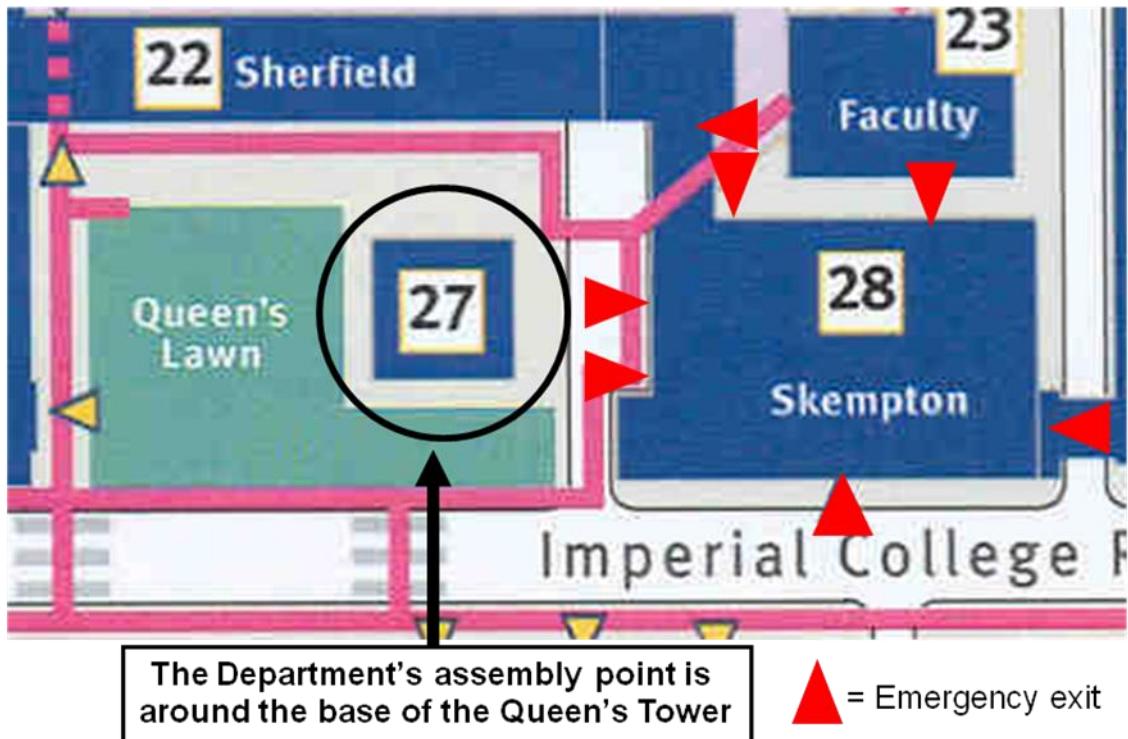
THERE ARE FOUR PRIMARY EXIT ROUTES FROM THE UPPER LEVELS OF THE SKEMPTON BUILDING

The East Stairs adjacent Mechanical Engineering/Unwin Road
The West Stairs which are part of Electrical Engineering
The Main (Central) Stairs beside the lifts, through reception
Through the BOSS area on Level 2 into the City and Guilds Building

THE EMERGENCY EVACUATION ASSEMBLY POINT IS THE STEPPED AREA AT THE BASE OF THE QUEENS TOWER

All the corridors in the building must be kept clear. Do not put chairs or tables into corridors, as they reduce the width and cause an obstruction. Similarly, because all the doors in the Department corridors are fire doors, they must NEVER be propped open with wedges, fire extinguishers or by any other means.

You MUST know which way is the quickest emergency escape route from your location in the building. All the emergency escape routes are indicated with an "arrow and running directional figure" green sign. The evacuation alarm is a Claxon sounder with voice instructions. If this activates you must stop what you are doing and leave the building

IMMEDIATELY by the nearest emergency escape route in an orderly manner, making sure that you close any doors behind you.

There are evacuation notices in every room in the building (please following for an example) indicating with a green arrow the preferred exit route from that part of the building. Please follow these arrows as they will ensure that you can evacuate from the building with the minimum of delay. Please try to avoid using the main staircase during an emergency evacuation. The congestion on the Main Staircase can be significant and your evacuation will be much delayed.

Imperial College London

Department of Civil and Environmental Engineering

Emergency

For <u>all</u> Emergencies dial 4444

Direction of the nearest escape route
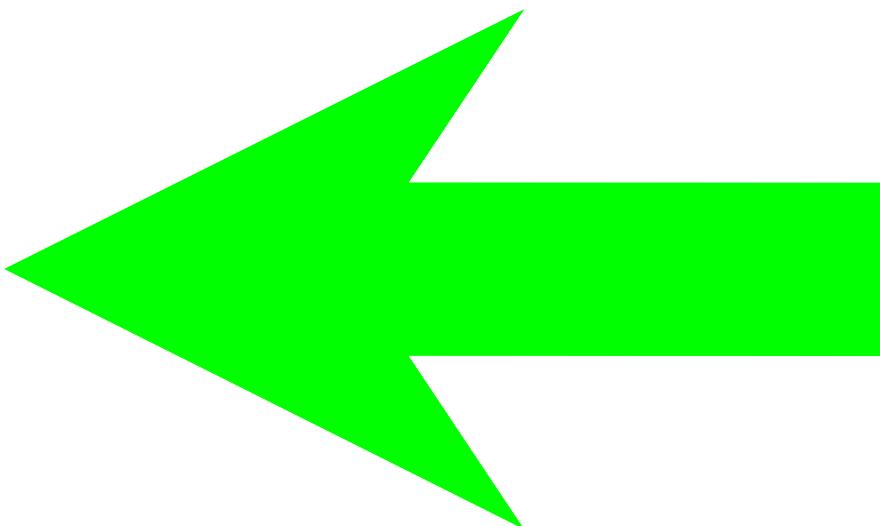
The assembly point is adjacent the base of the Queens Tower

For further details see the Department Safety notices

This notice must <u>NOT</u> be removed from this room

IF THE FIRE EVACUATION ALERT SOUNDS, <u>DO NOT:</u>

- Wait or return to collect any belongings
- Leave the assembly point until instructed to do so
- Return to the building until the all-clear is given

THERE WILL BE A FIRE DRILL DURING THE FIRST TERM, TO FAMILIARISE YOU WITH EMERGENCY PROCEDURES.

FIRE PREVENTION & SAFETY

The consequences of a fire in any building can be several fold. Apart from the unacceptable loss of life which may result, there are the lesser consequences of damage to the building, the cessation of activities in the damaged area (or the whole building) and the loss of research and data in an Academic building. None of these outcomes are acceptable.

There is a responsibility upon all users of the building to ensure that fire prevention is a core part of all risk assessments and our day-to-day activities. The College has suffered several fires in recent years. The most serious occurred in the Department of Chemical Engineering and resulted in 3 laboratories being destroyed. The consequence of the lost research, equipment and data was very costly to the students and staff concerned, irrespective of the fiscal implication for the College and Department.

Current UK Fire Brigade policy is to not place fire fighters at risk, if there are no members of the public (College personnel) in the burning building. Thus, they could allow the building to be destroyed.

There have been several fire incidents in the Skempton Building, mostly caused by faulty electrical equipment. Most recently there have been several incidents involving the communal Microwave Ovens. When using the microwave ovens, the instructions on the ovens <u>must be followed</u>. **Failure to use the ovens responsibly and safely may result in them being removed.**

MICROWAVE OVEN SAFE USAGE

- Follow the instructions on the front of the microwave oven
- Never microwave loose food – always place it in a container
- Only use "microwave oven safe" containers
- Do not use metallic containers or utensils in the microwave
- Loosen/open the lid on the container
- Do not leave food cooking unattended
- If food spills in the microwave, please clean it up.
- Report any problems with the microwave to the Technical Services Manager (b.whiting@ic.ac.uk)

<u>MUST</u> be reported. This is because there is a very strict law with regard to reporting accidents to the authorities. There is an online system "SALUS" available for reporting all

accidents or dangerous occurrences. A dangerous occurrence is an incident that <u>does not</u> result in personal injury.

SALUS is accessible from the Safety department web page via a quick link:

http://www.imperial.ac.uk/safety

Typical accidents in the Department tend to occur due to "slips, trips, falls" and poor lifting practise. Many of the corridors in the Department are linoleum or terrazzo. When wet, the floors are slippery. **If you see a wet floor, or cause a floor to become wet**, for example by spilling coffee or tea, please do not walk away, **clear it up with paper towels** (these are available from the General Office).

FIRST AID & LIFESAVERS

The College has a very well organised First Aid system. There are several qualified First Aiders working within the building. The offices of these staff are identified by the Universal first aid sign (a Green & White cross). If you feel unwell or need First Aid assistance please contact any of the staff identified on the list in the front of this book for assistance. In addition, most of the College Security staff are trained in First Aid and can be contacted by calling the College emergency number 4444 or 020 7589 1000. There are supplies of sticking-plasters and bandages available to treat minor injuries (cuts, scrapes and bumps). Any injuries which cannot be readily treated by a First-Aider must be looked at by the Health Centre, who may decide that hospital treatment is necessary.

ELECTRICAL EQUIPMENT

The Department has a **very strict policy regarding mains-powered portable and desk-based electrical equipment** brought onto the premises. This is detailed below. The key aspect of this policy requires that any electrical equipment in the building must be either new or safety tested prior to use. The periodic testing of electrical equipment in the Department is undertaken by external contractors. Thus, unless your electrical equipment meets any of the conditions below, you are **NOT PERMITTED** to plug it into the department electrical 240V sockets.

All equipment which has been tested and passed the electrical safety test will have attached a green sticker indicating that it may be used in the department (see image following). Any equipment not displaying this sticker or meeting the exceptions criteria described below the image, <u>will be confiscated</u>.
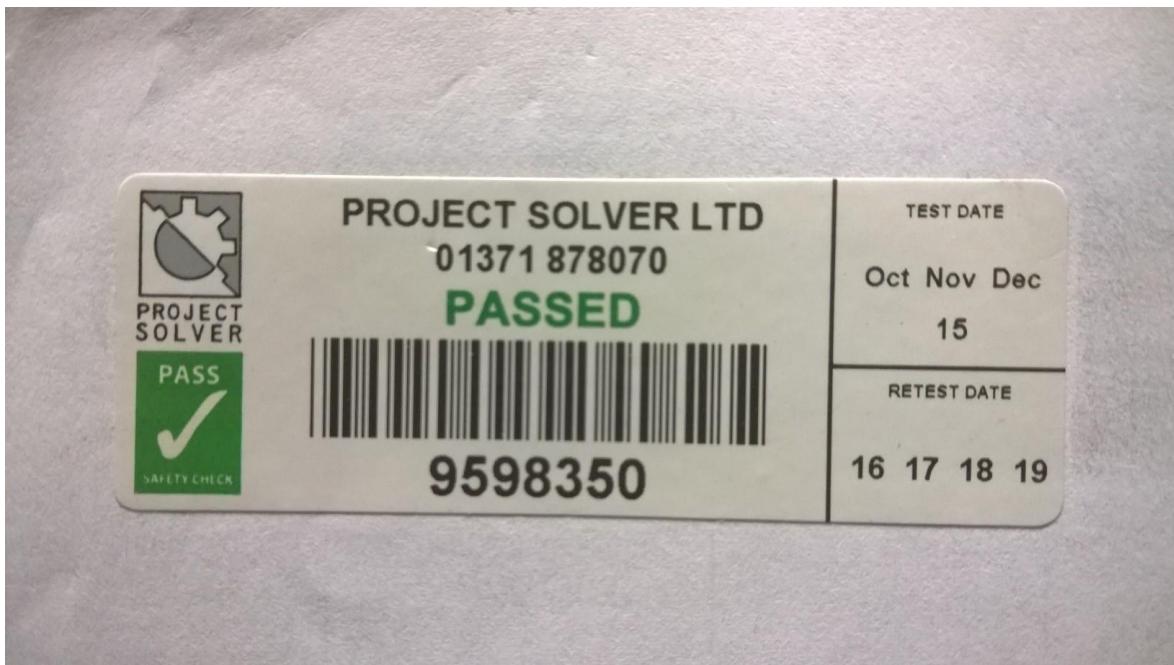
New equipment brought into the Department

New equipment brought into the Department may be used for the first year without the need for a Portable Appliance Test (PAT). The user is asked to perform a simple visual check on all equipment prior to use. Records of the equipment purchase, usually through the College finance system or a receipt from the supplier, must be kept to be able to prove the date of purchase. It must also be marked with a European CE mark or an otherwise equivalent international directive.

Personal electrical equipment brought into the Department

Personal electrical equipment brought into the Department will be PAT tested as Departmental equipment. To ensure that personal electrical equipment is tested within an acceptable timeframe (limit of one year of safe usage), only new personal equipment may be brought into the Department. Proof of date of purchase will be required. **Under no circumstances may old equipment be brought into the Department**. If old equipment is found then it will be confiscated and may be destroyed. The exception to the above is personal mains chargers for devices such as laptops, tablets and phones, etc. for which there is no age restriction.

Unauthorised electrical equipment

The list below gives some examples of unauthorised electrical equipment which must not be brought into the Department:

- Electric fires and heaters of any form
- Any form of equipment used for cooking or warming food (kettles, toasters etc.)
- International equipment which is not compatible with the UK mains voltage (220-240V)

- International equipment which is not marked with either the European CE mark or an equivalent international standard.

Electrical equipment belonging to visitors

Electrical equipment belonging to visitors and brought into the Department will be subjected to the normal Departmental rules.

Electrical equipment belonging to third parties

Electrical equipment belonging to third parties, such as contractors working within the Department, are the responsibility of the third party who will be required to demonstrate that their policies and procedure are at least in accordance with and of a standard compatible to those of the Department.

Design, construction, checking and testing of electrical equipment

Those involved in the design and construction of electrical equipment will be required to ensure that such equipment is suitably tested to ensure that it performs within the general conditions of the Departments "Electrical Equipment – Policy and Code of Practice".

Repair, installation or modification of electrical equipment

Unless otherwise directed, staff and students in the Department are not allowed to undertake any repair, installation or modification to electrical equipment.

Disposal of electrical and electronic equipment

Consult the Facilities Management web pages to arrange for the collection and disposal of unwanted College Equipment (there may be a charge for this service).

http://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/waste-disposal-forms/weee-forms/

LABORATORY COURSES

There may be several occasions when you will undertake laboratory work as part of your course. The Department is very unusual within the College in that it operates all major classes of laboratories with many diverse activities, which include the traditional mechanical and engineering testing through to specialised chemical and biological work. Each laboratory has their own specific safety procedures which will be explained in detail before any work commences, you MUST abide by the following general rules for any laboratory behaviour/work.

Laboratory "Do and Do not"

DO

Follow all instructions from the demonstrators/lab staff
Wear all necessary personal protective equipment, especially your safety glasses, at all times in all laboratories
Tie back long hair
Wear appropriate clothing and stout shoes or safety boots, as required.

DO NOT

Wear long/dangly clothing or jewellery which may become snagged in moving machinery
Wear sandals or open-toed shoes
Run or fool about in the laboratories
Eat or drink in ANY laboratory

Work in any laboratory must only be conducted during normal College hours (9am-6pm), with at least one other person in sight at all times. Lone laboratory working is **NEVER PERMITTED**. Additionally, the other person in the laboratory **must know the College emergency procedures and be familiar with the working environment** so that if they need to isolate a service or make safe an experiment in an emergency, they know what to do.

RISK ASSESSMENTS

Risk assessment is the cornerstone of Health and Safety management. No activity should be started before a risk assessment has been completed. To be able to perform a risk assessment you need to know what you are going to do and have an understanding of the steps and processes required in the task being assessed. If all the information is at hand, the assessment should be a straightforward task. If the risks are considered to be too high, this does not mean that the activity cannot be completed but it may mean that a different approach or better control measures are required to reduce the potential risks.

For most laboratory classes, the assessment will have been undertaken by the course or laboratory organiser. They will explain the assessment to you and indicate the main risks from the work to be conducted and advise you how to avoid these risks. However, some laboratory or fieldwork classes will require you to complete your own assessment (particularly for project work). The Department has standard online forms for this purpose, accessed via the SharePoint site mentioned earlier. Guidance on the completion of these forms will be provided in special introductory sessions prior to you undertaking the projects requiring assessments.

When completing risk assessments, if you need further information or require advice, you must ask the staff supporting your work (Academic or Technical). If they cannot provide the necessary answer or information, please do not hesitate to ask the DSO.

FIELD COURSES

During the time of your studies within the Department of Civil and Environmental Engineering, there are several major courses of varying duration that require you leave the Department and College premises. Whilst away from these premises, your Health and Safety is still our responsibility. We take this responsibility very seriously. The College is covered for most events by its insurance, but there is an important onus (and a legal responsibility) upon you to abide by College Health and Safety rules. Every field course has its own specific set of instructions which detail the risks and methods for minimising these. Copies of these instructions will be given to you prior to your undertaking of the course. The following information is meant as a general benchmark for you to use and apply at all times when away for course purposes.

When we organise any field course, the course co-ordinator carefully considers all the potential risks that may occur and are attributable to the particular situation. For example a visit to a quarry has particular dangers which are different to a visit to a bridge or road, but there are several common risks which can be controlled and minimised if not entirely eliminated by applying several basic rules.

1   Whilst on any field course, the most important rule is that you MUST follow the instructions of the course leader. Pay particular attention to guidance on safe practices whilst on that trip.

2   Do not try to take too much luggage with you, heavy bags can be difficult to carry and cause back strain, as well as being a potential danger if they fall from luggage racks in buses.

3   Ensure that you are suitably dressed for the trip or course i.e.: a hard hat, warm and waterproof clothing and stout shoes would be a minimum requirement for a winter visit to a site – forget fashion!

4   Take particular care when crossing roads checking in both directions for traffic before crossing. When walking alongside roads not designed for pedestrians try to stay at least 1m from the traffic at all times.

5   Make sure that you inform the course leader of any medication which you use or any ailment which you suffer from that may be a problem during the course. For example if you are a diabetic or have food allergies, it is vital that the course leader of a residential trip is aware of this in advance for dietary purposes or in case you require medical assistance on the course. Ensure that you are carrying sufficient medication for the duration of your course. A less obvious condition, but equally dangerous would be if you suffer from vertigo and visits to a bridge or tall building may be a problem or conversely, claustrophobia would be an issue for a visit to sewers.

6   Be aware of problems like dehydration and sunburn which may occur on summer field trips.

7   Any accident or dangerous occurrence, however minor, must be reported immediately to the course leader.

8   The evenings of residential courses may seem like a ideal opportunity to relax and have fun, but alcohol abuse can be dangerous and antisocial behaviour resulting from this will **NOT BE** tolerated.

9   You are representing Imperial College whilst on the course. Any public nuisance or criminal prosecution resulting from disreputable behaviour whilst on the course will be your liability and not the College's. For example, some sites are classified as

SSI's (Special Scientific Interest), damaging them by even walking across them can result in prosecution.

10. Visits to sewers, building sites or other outdoor environments may expose you to pathogens such as Tetanus or Leptospirosis (Weils Disease). It is recommended that your tetanus jab is kept up to date. It is usually valid for 10 years.

The course leader or coordinator must provide you with course details and risk assessments before commencing the field work activity. If you do not receive this information, ask the coordinator for it. **MEng Students must take the supplied PPE on all the field courses**. Failure to do this will result in you being refused participation in the course which may mean you fail that element and hence the year.

Visits Abroad

Trips outside the UK are a feature of some of the courses. However, depending on the reason for your trip abroad, the College's insurance may not provide full cover in all eventualities (i.e. terrorism and war zones). There may be particular risks which must be considered alongside the normal risks discussed above.

The most obvious hazards are from disease, both insect and water-borne, which will generally be regional specific i.e. tropical climates – Malaria, so advice on the require vaccinations will be needed. The availability of clean drinking water cannot be overlooked.

There may also be hazards due to wildlife, for example, predators such as large cats, venomous creatures (snakes, spiders, fish etc), Sharks, Polar Bears and so forth.

Despite the growth of global communications, some parts of the world do not have very comprehensive satellite or mobile phone coverage, so communications with other part of the country or globe may be limited. In addition, battery life on mobile telephones must be carefully managed as you cannot guarantee to be able to find a suitable electrical supply to boost your telephone's charge

A further factor to consider is the political stability of the country you will be visiting. The risk of kidnap is a real threat in some countries. It is advisable to register with your national Embassy when you arrive in a foreign country, so that they know you are there. There are some countries around the world where organised society has broken down or is badly eroded due to Civil war or natural disasters. There must be very compelling reasons to travel to countries with these particular problems and comprehensive risk assessments will be required. In addition, <u>approval for trip to countries which fall into this category will need to be given by the Head of Department</u>. Your supervisor or course leader should make all the necessary arrangements to cover your trip. This includes activating the College insurance, which is a comprehensive policy. Nevertheless, it is very important to recognise that **no travel insurance** is truly and fully comprehensive. There are limits to what an insurance company can do to recover you from danger or protect you from harm. [International Rescue ("*Thunderbirds*") **do not** exist].

There are several sources of information relevant to trips abroad:

The UK Foreign & Commonwealth Office web pages contain all the information to help make your trips as safe and enjoyable as possible: http://www.fco.gov.uk/. Follow the links for "travel advice".

The USA Government's CIA "World Fact Book" also contains a large amount of details on every country recognised by the USA Government: http://www.cia.gov/cia/publications/factbook/

IMPORTANT

The College Insurance Policy is NOT VALID if you take personal holiday whilst away for College purposes. YOU MUST ensure that you have separate, personal travel insurance for recreational activities, holidays and non-College related travel whilst away.

If you need to undertake international trips for projects etc., please plan ahead. Discuss the project needs with your supervisors and the DSO, as required and submit the risk assessment form at least 3 weeks before you intend to travel.

College Occupational Health will provide advice on travel medication, injections etc., and will also undertake immunisation injections for College-required trips. However, you must arrange these well in advance of your trip (ideally, at least 1 month before travel).

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment, (PPE) is an essential part of Civil Engineering site safety. In recognition of this PPE is an essential requirement for the field courses run by the department.

All **first year undergraduate (MEng) students** will be issued with a personal safety pack after Christmas, just prior to the commencement of their first fieldtrip. This safety equipment must kept safe and looked after because the items will be needed throughout the four year MEng degree. If you lose any items you will be charged for replacements. If you do not bring them to your course when required, you will not be permitted to undertake the module and may fail the course as a result.

The safety pack will comprise the following items: **Hard Hat**
Safety Glasses
Site Gloves
High-Vis Vest.

Hard Hat

British Standard Hard Hats must be thrown away after 4 years, as their safety performance cannot be guaranteed after this time. MSc students will be issued with hard hats during field courses and other times as required, but these **must** be returned to the Department. The Department issues Hard Hats as part of the safety pack above for all undergraduate students in the Department. The Hats will be needed for most field courses over the 4 year course and must be looked after.

Safety Glasses

MSc students will be issued with safety glasses as required for laboratory and field courses. These are issued as part of the safety pack to the undergraduate students. Safety Glasses are required for all laboratory courses and most field courses. If you do not have a pair of safety glasses, you will be **unable** undertake the course.

Gloves

Increasing concerns over dermatitis (from cement) and cuts and grazes from construction site activity has seen the compulsory wearing of gloves on all construction sites. A pair of cotton gloves suitable for site are included in the safety pack issued to the undergraduate students and these are needed for all site visits. MSc Students will be issued with a suitable type of glove for laboratory and fieldwork courses.

High-Viz Vests

Site visibility is a key part of safety management, hence all site visits require the wearing of high-viz vests or jackets. A high-viz jacket forms part of the Safety Pack, for UG students whilst MSc students will be issued with them as required.

Safety Boots

All undergraduates and some MSc students (Check your course information) must own a pair of safety boots. The footwear needs to be classified as complying with EN ISO 20345, which provides the highest level of impact resistance in the toe area and be fitted with a steel mid-sole with steel toe caps and offer ankle support.

Not only are safety boots essential for any visits to construction sites, but some laboratories within the Department require that they be worn at all times and they are needed for the Surveying, Geology and Constructionarium field trips during the 1st and 2nd years of the MEng degree respectively.

The Department will be arranging for a specialist supplier to attend the Skempton Building during the first week of term to sell these boots (check your course information for more details). The wearing of safety boots is compulsory during certain courses and failure to abide by this rule will result in you being barred from the course and possibly failing that module (and hence the year). Safety boots can be readily purchased from many high-street suppliers, but these must meet the minimum requirement described above.

Some MSc courses will issue the safety equipment as the class need arises, but this must be returned to the Department at the end of the class.

WEB RESOURCES FOR HEALTH AND SAFETY AT THE COLLEGE

The College Intranet, which is accessible for all College networked PC's, has comprehensive health and safety information covering most aspects of the activities undertaken by the College. This information can be readily accessed from either the Safety Department or the Occupational Health web pages, which can be reached under

the "A-Z" tab (admin and Services) on the right-hand side of the College main menu bar of the Home Page.

Some of this information is protected and you will need your College username and system password to view all the information contained within. You can access SALUS for reporting accidents and dangerous occurrences (as described above) from this site, plus view the College policy on health and safety and guidance on many aspects of safety.

COMPUTER USE

The Department is particularly well equipped with open access computing laboratories on levels 2 and 3 that are used for teaching as well as research purposes. However, it is becoming increasingly common for people who use computers or "display screen equipment" (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a "fixed" desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. The College has produced detailed guidance on ways of minimising/eliminating potential problems from DSE use. A copy of this information sheet is appended to this booklet. Please read and apply this information, it may save you much discomfort later in life.

If you undertake a project which involves long hours of computer use then you should follow the guidance below and undertake a DSE assessment of the workstation you are using. The "Computer Health & Safety Checklist" (DSE assessment) form is available to download from the following link:

http://www3.imperial.ac.uk/OCCHEALTH/formsandchecklists

Computer Use – Healthy Working

All members of the college community use computers to a greater or lesser extent. You should undertake a simple DSE assessment of the workstation you are using.

It is becoming increasingly common for people who use computers or "display screen equipment" (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a "fixed" desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. This is called "Cumulative Trauma Disorder". The set-up of your computer workstation is very important. A poor set-up may cause the above health issues. If you start to suffer from any of the above symptoms from using computers, you must contact the departmental Display Screen Assessor (Dr Fowler) for any questions or concerns you have with regard to healthy computer usage.

The following guidance will help you in minimising the likelihood of the symptoms developing indicative of Cumulative Trauma Disorder.

Staying Healthy With Your Computer

Avoiding Cumulative Trauma Disorder

Computers can damage your health. Every year we see several cases of Cumulative Trauma Disorder (CTD) formerly called RSI or Repetition Strain Injury in staff & students and the problem is becoming more common. Avoid it happening to you by taking care to organise your work-station and organise your time spent using a computer both at work *and at home*.

Follow these simple rules & find that your computer can work for you without causing harm.

Take Breaks - The Key Issues

1. Intersperse with other work (take note laptop users!): phone calls, writing/reading work, filing, proof reading, photocopying, talking with colleagues. Even coffee breaks!
2. Five minute break every hour & don't spend a whole day on computer-based activities (applies equally to work at home). Web Surfing, updating Facebook, Blogging or Online gaming do not count as a break!

Keep Your Desk Tidy

Avoid cluttering it up with books, papers etc. Make sure you have enough clear space to operate your mouse easily & to access your keyboard. Keep most frequently used items close to hand to avoid stretching.

Adjust Your Computing Equipment to Suit You

1. Set your screen to a comfortable height, usually with the top just below eye level, so you do not have to stretch your neck. Avoiding any twist in your spine, sit face-on to your screen.
2. Ensure sufficient room to rest your hands in front of keyboard when not keying. Interchange position of keyboard and mouse depending on data input device predominantly in use at the time.
3. Adjust your seat height so your arms are horizontal to the keyboard and avoid flexing/extending wrists. If you use a laptop, work with it on a table, never on your lap.
4. Ensure room for your feet to rest under your desk. A footrest may be beneficial for small people.

Get Comfortable

Make use of the illustrations below to see whether you've organised your desk and your work to avoid unnecessary problems. *The rules for desktop users apply to work with laptops; whenever possible the same advice should be followed.*

Don't ruin your work by poor practice. Be organised, be sensible with your work-time & be successful— without damaging your health.
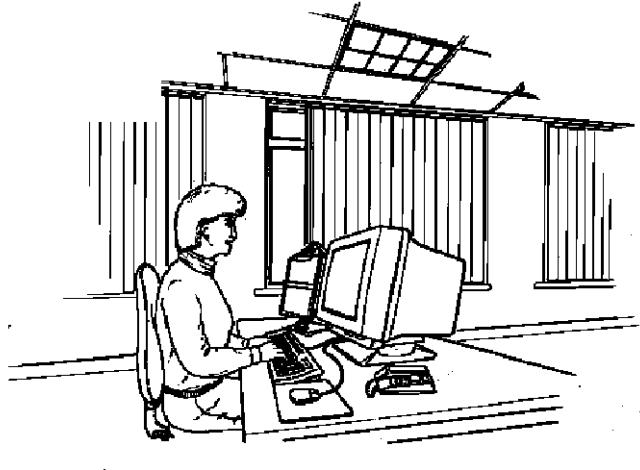
The ideal working posture.
Forearms at keyboard height and eyes level with top of screen.
Chair adjusts to provide back support and feet securely rested (in this case by use of a footrest).
Use this as a guide to finding a comfortable working posture for yourself.

An ideal work station arrangement.
Desk uncluttered, space for documents etc.
If needed and to rest hands when not typing.
Screen positioned to avoid reflections from light coming in from the window or the fluorescent light tubes.

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1. Adjust the seat height & back tilt/height to fit you. Twisted or cramped posture to be avoided.
2. If you are copying documents, use a document holder.
3. Sit back when you are thinking, rather than staying hunched over your screen.
4. Use a soft touch when keying and avoid flexing your wrists. Try to adopt a neutral position. If possible, learn how to use short cut keys and touch typing.
5. Give your eyes a comfort break too. Look away from your screen or close your eyes when thinking. Avoid staring at the screen & throw in a few extra blinks as natural blink reflexes are often unconsciously suppressed.

DON'T IGNORE SYMPTOMS

If your arms or shoulders start aching/tingling, follow steps below.

1. Take a break & re-organise work to give yourself more breaks in future.

2. If symptoms persist or keep recurring, contact your occupational health (OH) service for help.

Make Use of the Experts

1. All College departments should have a DSE (Display Screen Equipment) Assessor who knows about computer ergonomics & can help you check your workstation. They'll help you with the computer checklist if you don't feel confident to complete it yourself. Also if

you identify problems through the checklist which you can't solve yourself or which may affect your or other's safety.

2. Your local OH service can assess and advise on CTD problems.
3. Students can arrange vision screening with the OH service.

Personal Safety for Laptop Users

1. Do not endanger your health by carrying too heavy a total load with the addition of your laptop.

2. Take precautions to avoid theft while your laptop is in transit and check your insurance cover. Your personal safety is more important than loss of your laptop.

Dr G. D. Fowler

Departmental Safety Officer
August 2018

Appendix 1: A quick guide to using the Department SharePoint Safety Site

The SharePoint Site

- An automated system to the enable the creation of risk assessments and manage their approval and archiving

- Accessible from any Networked PC or VPN connection – use College ID and Logon

- Works with most internet browsers. It <u>does not</u> work in Linux

The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment

- Computer use (DSE)

- Fieldwork Risk Assessment

- These separate Word forms are all on Blackboard & SharePoint for download

Risk Assessment – A Step-by-Step guide

- ## Log onto SharePoint:
  https://imperiallondon.sharepoint.com/sites/foe/CivilEng/HealthandSafety/default.aspx

- The Microsoft SharePoint logon page may open first, asking for your College username ("USERNAME"@ic.ac.uk). Enter your details and then you will be transferred to the Imperial College SharePoint logon page. Enter your College Password and then:

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- ## The Department H&S SharePoint site will open

Use Explorer v10, Firefox or Chrome. It <u>does not</u> work in Linux or Explorer v11

Logging on to SharePoint – Initial 365 sign in

Enter your College username. Use "@ic.ac.uk" as the address identifier. The site will automatically forward you to the Imperial College SharePoint Office 365 (cloud-based) main login page.

Using the Site

- 1st step: Complete a General Risk assessment:
  - This covers many activities, but occasionally you will need to use special forms for certain tasks (COSHH, Fieldwork, Biological work)
  - You need to identify all the risks and quantify them
  - Attach extra information including Engineering/experimental designs, SOPs etc.

- 2nd Step: submit your form(s) for approval:
  - Approvers may include: Your Supervisor, the Laboratory Manager, A qualified 2nd engineering academic (for Structures), the HoD (for hazardous fieldwork) & the DSO.

- 3rd Step: Forms are assessed and approved (or rejected) by your Supervisor & Lab Manager

SharePoint General Risk Assessment
How to complete the form (1)
Starting the form & selecting the assessors

SharePoint General Risk Assessment
How to complete the form (4).
Completion and Submission

Answer all these questions. Use the risk analysis outputs to ensure that you do not overlook any required measures.

Select a review period longer than the planned length of the project. If the assessment is for a 3 month MSc project, pick at least 6 months as the review period etc.

You do not need to complete the form in a "single sitting". You can save the form at any time and return to it later.

This box will remain unavailable until you have completed all the required sections/boxes.

Once you have completed the form and are happy with the content. You should submit it and await the assessors' opinion. Hopefully, they will approve it. If they do not, you should receive feedback on the rejection email stating what improvements are required. You will need to make the changes are resubmit the form.

You CANNOT start work until the form has been approved.

The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment (Dept specific form)
  - Legally required for any work involving harmful substances: Acids, glues, gases, solder, flux, dyes, etc

- BIO1 form
  - College requirement for any work involving biological agents. Any Biological work MUST be discussed with the DSO before you do any preparation work

- Fieldwork Risk Assessment (FW1)

- Each of these forms are separate WORD documents available through SharePoint

5 Steps for undertaking a risk assessment

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

Hazard & Risk Defined

- HAZARD: anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;

- RISK: the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Lone Working

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- There must be at least one other person in a laboratory with you outside of normal hours.

- That person <u>must know</u> what to do in an emergency (A "BUDDY").
  - How to stop the experiment
  - Emergency procedures
  - Who to call

- The best way to avoid lone working concerns is to <u>plan your work</u>

Research Specific Training

- It is <u>essential</u> that you know how to perform your research competently and safely.
- You are <u>forbidden</u> to use any item of Laboratory equipment or undertake a procedure until you have been appropriately trained
- If you have any doubts or concerns about the equipment or methods, even after training, then <u>you must ask for more instruction.</u>
- Failure to do this may result in harm to you, your colleagues and/or the equipment.
- This may result in prosecution of the College, your Supervisor and you.

FINALLY…

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- If in doubt about any safety issue, ALWAYS ask somebody:

    1. Your Supervisor

    2. Laboratory Staff

    3. Department Safety Officer

If you have any questions about using the SharePoint Site, need assistance to complete a risk assessment or have any other safety-related questions, please contact the department Safety Officer:

Dr Geoff Fowler

Room 413

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