

Imperial College London

Faculty of Engineering

Department of Electrical and Electronic Engineering

EEE MSc Programmes:

Analogue & Digital Integrated Circuits

Applied Machine Learning

Communications and Signal Processing

Control and Optimisation

Future Power Networks

Student Handbook

2023-24

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Welcome to the College

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

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

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

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

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

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

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



Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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



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

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

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

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

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

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate with you will be through our monthly e-newsletter and our weekly professional skills email bulletins. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

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

The Graduate School

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

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


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


'Masterclass' professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website: All courses can be booked online.



Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 graduate.school@imperial.ac.uk

 www.imperial.ac.uk/students/academic-support/graduate-school/

1. Introduction to the Department

Welcome from Head of Department



Dear MSc Student,

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

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

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

Yours sincerely

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

Professor Eric Yeatman
Head of Department

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



Academic and Administrative staff

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


Director of Postgraduate Studies



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


Postgraduate Manager



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





Postgraduate Tutor



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

Student Wellbeing Advisor



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

English language requirement

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

See the Admissions website for details:

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

For information on English language support available while you're here, see page 30.

Attendance and absence

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

Our MSc courses are full-time 12-month courses. The only days you are not expected to attend are official [College closure dates](#). You must continue attending campus over summer to work on your Individual Research Project. Remote project work is not permitted.

Attendance is monitored through:

- a) meetings such as tutorials and project supervision - you log your attendance or absence in the [attendance app](#). This is reviewed and verified by your tutor or project supervisor.
- b) lectures, classes and laboratory sessions – register your attendance by “checking in” at in-person timetabled sessions directly on your mobile device via [My Imperial Campus app](#).

If you wish to take holiday or will be absent from classes you must contact your course director for approval in writing. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately, please see the [Examination Regulations](#).

If you are having a serious problem affecting your study, coursework or exams please let your course director, course administrator or Dr Jaimoukha the Postgraduate Tutor know. If these problems are affecting examinations or coursework submission you should submit a [Mitigating Circumstances form](#).

Visa compliance & Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Student Route visas to the Home Office. Please note that:

- attendance at all timetabled events is compulsory and will be monitored.
- students who repeatedly fail to attend may be asked to withdraw from the course.


- all students are expected to arrive on time for events. We had a number of complaints in the past from both students and staff regarding students arriving late for timetabled events. This is not acceptable as is disruptive to both the lecturer and students already present. Students should be in the room before the lecture commences. Persistent late arrivals will be reported to both personal tutors and senior tutors as well as going on your record.

Registering attendance

- Check-in to timetabled lectures and labs via the [My Imperial Campus app](#) throughout the year
- Use the [department attendance app](#) to **record when you see your personal tutor** when you see your personal tutor (Oct, Jan, May)
- Use the [department attendance app](#) to record **project supervision meetings** (from Jan-Aug)

For more information regarding the departments' attendance and absences requirements please click [here](#).

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

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

Key dates 2023–24

Term dates

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

Closure dates

Christmas/New year:	23 December 2023 - 1 January 2024 (College reopens on 2 January 2024)
Easter Holiday:	28 March 2024 – 2 April 2024 (College reopens on 3 April 2024)
Early May Bank Holiday:	6 May 2024
Spring Bank Holiday:	27 May 2024
Summer Bank Holiday:	26 August 2024

Key events

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

The **Compulsory Online Plagiarism Awareness Course** for Mater Students must be completed by the 31st October 2023.

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

The main work on your individual Research Project will take place from late May 2024 to early September 2024 with the following submission deadlines:

- Initial Project Report: 11th March 2024 by 4 pm
- Electronic version of poster: Thursday 5th September 2024 by 4 pm
- Project Report: Thursday 12th September 2024 by 4 pm
- Poster presentation: 16th September 2024 – 11:00-13:00 and 14:00-16:00. Your time slot will be assigned closer to the presentation date.
- Last official day of the MSc course 2023-2024: 30th September 2024

MSC Seminar series

The EEE department will be organizing a seminar series during the month of November. The goal of this seminar series is to strengthen the link between the MSc programs and industry to facilitate the introduction of industry-led projects and to help MSc students learn more about job opportunities in industry after graduation.

Each MSc group will host a speaker and attendance will be mandatory only for the students of that programme though all MSc students are welcome. All talks will be followed by light refreshments in room 407.

Date and time	Programme	Author and Title	Room
01/11/2023 from 13:15 – 14:00	MSc in Applied Machine Learning	Speaker: TBC Title: TBC	408
08/11/2023 from 13:15 – 14:00	MSc in Communications and Signal Processing	Speaker: Dr Marios Agathangelou from ALL.SPACE. Title: TBC	408
15/11/2023 from 13:15 – 14:00	MSc in Analogue and Digital Integrated Circuit Design	Speaker: Vlad Cretu, Senior Design Engineer, Socionext Europe Title: "An introduction to the semiconductor industry"	408
22/11/2023 from 13:15 – 14:00	MSc in Control Optimisation	Speaker: Martina Sciola from Mathworks Title: TBC	408
29/11/2023 from 13:15 – 14:00	Msc in Applied Machine Learning	Speaker: TBC Title: TBC	408

2. Programme Information

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

MSc Analogue and Digital Integrated Circuit Design

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

MSc Applied Machine Learning

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

MSc Communications and Signal Processing

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

MSc in Control Optimisation

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

MSc Future Power Networks

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

We encourage students to attend lectures from each optional module before making their decision.

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

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

The pages you may find useful are listed below:

- [Assessment information](#)
- [Attendance and absence](#)
- [Blackboard](#)
- [Examinations](#)
- [Modules and Programmes](#)

- [MSc individual Research Project](#)
- [Options registration](#)
- [Plagiarism awareness \(cheating\)](#) and the Plagiarism Awareness online course
- [Poster \(MSc project\)](#)
- [Postgraduate Staff/Student Committee](#)
- [Term dates](#)
- [Timetable](#)

Imperial Mobile app

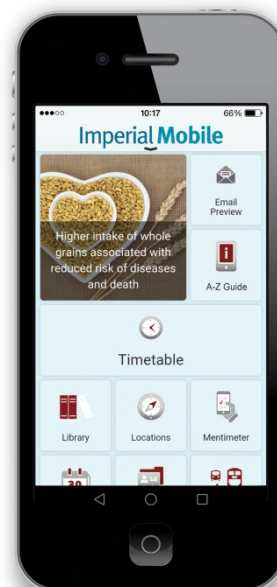
Don't forget to download the free Imperial Mobile app for access to College information and services anytime, anywhere, including your programme timetable, College emails and a library catalogue search tool.

 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

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

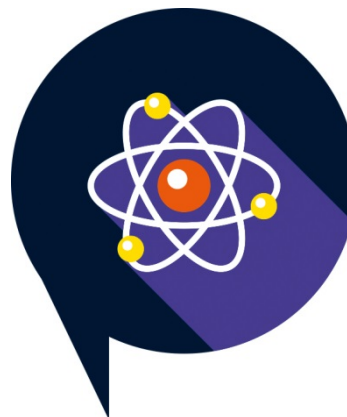
You can download the App from the Apple or Google App Stores.



Imperial Success Guide

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



 www.imperial.ac.uk/success-guide



3. Assessment

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

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

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

A module refers to a lecture course and associated activity

The programme specifications for your MSc gives details of how many modules you need to take. Further information about the content of each module can be found in the module catalogue.

You will automatically be registered for your compulsory modules if your course has any.

You will need to register for our optional modules.

- Autumn term modules have to be registered by **5pm on Friday 27 October 2023**
- Spring term modules have to be registered by **5pm on Friday 26 January 2024**.

We will not accept any changes to your module registrations after these deadlines have passed.

For queries about module registration please contact Kate Farrar k.farrar@imperial.ac.uk

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

Individual Research Project

A list of projects proposed by staff will be published at beginning of November. Students will need to meet with supervisors by mid-November to discuss proposals and to be signed off as suitable. You will need to submit your project preferences in December. In addition, students might propose a project themselves or carry out a project as an intern with a company or at other universities provided the MSc Director agrees and the project is suitable. Initial work on the project to take place part-time in Spring term with Initial Project report due Monday **11th March 2024 by 4pm**. The project will be assessed based on the performance on the Project, the Project Report and a Poster Presentation which takes place in September. The Project Aggregate Mark is weighted sum of these.

Coursework

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

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

Interpretation of grades and marks for coursework

The following interpretation has been approved:

Distinction: A, 70 and above

Merit: B, 60 to 69.99

Pass: C, 50 to 59.99

Fail: F to D, 0 to 49.99

Award of the MSc – Award and Classification for Postgraduate Students

The Pass Mark for all **postgraduate** taught course modules is 50%. Students must pass all elements in order to be awarded a degree.

Final Degree Classifications

An MSc degree will be awarded to students obtaining:

- at least 50% for each of the 8 modules counted for the computation of the examinations average
- at least 50% for the laboratory work average
- at least 50% for **both the project and examinations average**

MSc degree with **merit** will be awarded to students obtaining

- at least 50% for each of the 8 modules counted for the computation of the examinations average
- at least 50% for the laboratory work average
- at least 60% **for both the project and examinations average**

MSc degree with **distinction** will be awarded to students obtaining

- at least 50% for each of the 8 modules counted for the computation of the examinations average
- at least 50% for the laboratory work average
- at least 70% **for both the project and examinations average**

The lab modules don't count towards the programme weighted average.

EEE Algorithm for considering the classification of borderline cases

TBA


Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College Regulations. The relevant set of regulations will

depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

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


Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

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

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

Plagiarism


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

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

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

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

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

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/>

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast

database of electronic sources. Your programme team will explain how it is used in your programme

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

You will be able to find the EEE Department Plagiarism Committee Basic Principles on Plagiarism in Assessed Coursework [here](#).

Collusion

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

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

Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or those that are considered an attempt to cheat. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may be considered an attempt to cheat includes bringing unauthorised material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

Dishonest practice

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

4. Board of Examiners

EEE Board of Examiners



Dr Giordano Scarciotti



Dr Balarko Chaudhuri



Dr Krystian Mikolajczk



Dr Tania Stathaki





Prof Eric Yeatman





Prof Pier Luigi Dragotti


External Examiners

 External Examiner for Analogue & Digital IC Design
Dr Alex Casson, University of Manchester

External Examiner for Applied Machine Learning
 Dr Luca Citi, University of Essex

 External Examiner for Communications and Signal Processing
Professor Alin Achim from Bristol University

 External Examiner for Control Optimisation
Professor Kostas Margellos, Oxford University

 External Examiner for Future Power Networks
Dr Robin Preece, University of Manchester

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution who acts as a critical friend to your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of the College's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

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


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

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

5 Location and Facilities

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

Your main location of study will be:

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

Facilities

Our Department has a range of study and social spaces for our Master's students to use during term time.

The following rooms are available for MSc student study in the EEE Building.

Study Spaces:

Room	Facilities	Quiet study only
505 Hardware lab	<ul style="list-style-type: none">• 30 work benches (MSc: 1-11, UG: 12-30)• 5 soldering benches, lab stools• plug sockets	No
303	<ul style="list-style-type: none">• 50 computers, plug sockets.• Lockers• whiteboards	Yes
303B Meeting Room	meeting table and chairs (seats up to 8 people)	No

Students also have access to all seven Imperial College Libraries across our campuses, where you can study and [book study/meeting rooms](#).

Social Spaces:

Room	Facilities
304	<ul style="list-style-type: none">• sofa seating, chairs, tables, two collaboration pods• vending machines• lockers• power sockets

Computers and printing:

Room	Computer Facilities
303	50 PCs

Printing is available in the Level 1 Reprographics Area, next to the EE Stores.

Lockers:

There are 100 lockers in total split between rooms 303 and 304 exclusively for use by EEE MSc students.

The procedure for allocation is as follows:

- Select a locker and put a padlock on it.
- Send Paul Norman an email stating the locker number you have chosen along with your college ID number (found on your ID card) and the name of your course. On the subject line please use “locker”
- Please ensure that you receive a confirmation from Paul Norman

If these steps are not followed the departments reserves the right to remove the locks from the lockers.

Please do not use the lockers in corridors, they are for UG use only.

You can use the locker until your course finishes.

Guidance for use of Spaces

- Please keep all of your belongings with you at all times – do not leave bags or laptops unattended if you leave the room.
- Follow the safety notices displayed in or outside the room.
- Furniture in the teaching rooms must not be moved, and should always be left set up for teaching use.
- Please do not remove any furniture from the rooms.
- All rooms should be kept clean and tidy. Students must dispose of rubbish in the bins provided and clear up spillages.
- When charging phones or laptops, please ensure your cables do not create a trip hazard for others.
- Do not exceed the maximum capacity of a room.
- Contact the Security Office for all emergencies and first aid incidences by dialling 4444 (from internal phone) or 0207 589 1000 (from mobile phone).
- To report defects or for any queries please contact [Zia Rahman](#) or [Vale Gapsyte](#)

More information on department study and social spaces can be found [here](#).



<https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/ee-student-spaces/>

The Department’s postgraduate office is located on level 6 of the EEE building, office 607 and open Monday to Friday, 10:00 – 16.00

Library Services

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

Make sure you find out who your subject librarian is as they’ll be able to help you find books and online resources for your assignments. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine

and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

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

 www.imperial.ac.uk/library

Shuttle bus

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

 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



provides information on other services, such as real-time updates on the College shuttle bus.

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

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

Changes due to Coronavirus (COVID-19)

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

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

6. Working While Studying

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

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

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

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

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

7. Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College London still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial College guidance to students can be seen at:

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


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

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

Your Departmental safety contact is:

 Zia Rahman

 302, Electrical Engineering, South Kensington Campus

 +44 (0)7 87285 0186

 z.rahman@imperial.ac.uk

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

The College Safety Department

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

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

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

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

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

 www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/

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

Occupational Health Requirements

The College Occupational Health Service provides services to:

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

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

 www.imperial.ac.uk/occupational-health

8. College Policies and Procedures

Student Academic Regulations


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

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


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

Academic Feedback Policy

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


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

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

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

Provisional Marks Guidance

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

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

Late Submission Policy

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

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

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

Mitigating Circumstances

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

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

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at <https://www.imperial.ac.uk/electrical-engineering/internal/current-students-course-handbook/mitigating-circumstances/>

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

 www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/


Academic Misconduct Policy and Procedures

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

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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

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

Mutual Expectations


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

The Mutual Expectations document is available here:

 www.bb.imperial.ac.uk/bbcswebdav/xid-12494962_1

Academic Appeals Procedure

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

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

Arithmetic Marks Check


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

Student Complaints

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


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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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

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

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

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

Use of IT Facilities


View the Conditions of Use of IT Facilities:

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

General Data Protection Regulation (GDPR)

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

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

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

9. Wellbeing, Support and Advice

In your department

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

Your Personal Tutor

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

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

Your personal tutor will be assigned during the first and second week of term.

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

Student Wellbeing Adviser: Kelly Greenwood

Email: k.greenwood@imperial.ac.uk

Office 607 – level 6 EEE Building

Telephone: +44 (0)20 7594 6195

PG Senior Tutor: Dr Imad Jaimoukha

Email: i.Jaimoukha@imperial.ac.uk

Office 617 – level 6 EEE Building

Telephone: +44 (0)20 7594 6279

Departmental Disability Officers

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

Your Departmental Disability Officer is Emma Rainbow


Email: e.rainbow@imperial.ac.uk

Telephone: +44 (0)20 7594 6198

More information on Departmental Disability Officers is available at:

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

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

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

Postgraduate Coaching

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

 www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/

Attributes and Aspiration Short Course

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

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

 www.imperial.ac.uk/students/attributes-and-aspirations

Your Union

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

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact advice@imperial.ac.uk and complete the registration form to speak with a member of the team.

 www.imperialcollegeunion.org/advice

Student representatives

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

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

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

Student Hub

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

 www.imperial.ac.uk/student-hub

Student Support Zone

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


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

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

Useful support contacts

Health and wellbeing

Imperial College Health Centre

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


Imperial College Dental Centre

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

Student Counselling and Mental Health Advice Service

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

Multi-Faith Chaplaincy Service

 15 Prince's Gardens, South Kensington Campus


 chaplaincy@imperial.ac.uk



www.imperial.ac.uk/chaplaincy

Disability Advisory Service

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

 020 7594 9755

 disabilities@imperial.ac.uk




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

Centre for Academic English

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

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


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

 Level 3, Sherfield Building, South Kensington Campus

 english@imperial.ac.uk

 www.imperial.ac.uk/academic-english


International Student Support team


 020 7594 8040

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

Careers

Careers Service

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024


 careers@imperial.ac.uk

 www.imperial.ac.uk/careers

ICT and software

ICT Service Desk

 Central Library, South Kensington Campus

 020 7594 9000

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

Software shop

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

10. Student Administration

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


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

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

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


We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here: <https://student-edocuments.imperial.ac.uk/Account/LoginViaAzure>

Student Records

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

11. Work-life Balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

Move Imperial

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

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

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

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses.

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/move-more/

12. Student feedback and representation

Feedback from students

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

Student representation

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

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

It is extremely important that each MSc has a rep to ensure that student feedback can be easily and effectively collected and addressed so that we can continue to improve and develop the student experience at Imperial. The current vacancies are:

- Electrical & Electronic Engineering (PG): MSc Analogue and Digital Integrated Circuit Design
- Electrical & Electronic Engineering (PG): MSc Applied Machine Learning
- Electrical & Electronic Engineering (PG): MSc Communications and Signal Processing
- Electrical & Electronic Engineering (PG): MSc Control Systems
- Electrical & Electronic Engineering (PG): MSc Future Power Networks

Being an MSc Course Rep gives them the opportunity to **create student-led change** around the College, enhance **employability skills, meet new people**, and become part of a **community of representatives**. Please ask them to nominate themselves by noon, Tuesday 17th October.

Dates for Autumn Elections

Nominations open: noon, Monday 9 October 2023

Nominations close: noon, Tuesday 17 October 2023

Manifestos deadline: noon, Wednesday 18 October 2023

Manifestos published / start of campaigning: noon, Thursday 19 October 2023

Voting opens: noon, Monday 23 October 2023

Voting closes: 14:00 Thursday 26 October 2023

Complaints deadline: 17:00, Thursday 26 October 2023

Results published: 17:00, Friday 27 October 2023

If you would like to nominate yourself you can do so by clicking [here](#)

Staff-Student Committee

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

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

13. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**

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

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

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

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

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

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

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

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

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

14. And finally

Alumni Services

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

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

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

 www.imperial.ac.uk/alumni