# Imperial College London

# MSc Environmental Technology

The application of scientific knowledge, policy and engineering to solve environmental problems and address sustainability

## COURSE HANDBOOK



Centre for Environmental Policy

Centre for Environmental Policy
Imperial College London
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# Congratulations on being admitted to the course!

It's my very great pleasure to welcome you to **Imperial College** and the **MSc in Environmental Technology**.

You are now a member of the *Imperial College Environmental Technology family*, a vibrant network with great history and strong presence in environmental and related sectors across the world.
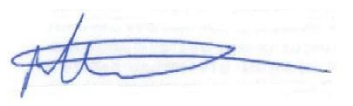
Through the course you will acquire a diverse range of discipline-specific problem-solving skills for tackling contemporary environmental issues and become a professional in this field. Our MSc combines the natural and social sciences, engineering and management **in a truly interdisciplinary manner**, providing a foundation for graduates to demonstrate their ability to identify and resolve environmental and sustainability issues in a holistic way. This broad training is coupled to **in-depth education in many specialised areas**, maintaining the course's interdisciplinary nature. The specialist options in the second term are designed to cater for a variety of individual interests and career requirements. A major emphasis is on the way that environments function and on the compatible tools, alternative technologies and policies for sustainable environmental management.

But this course is **not about teaching but learning**. We will help you to realise what you know so that you deliver what is required, rather than teaching you what is required without making you able to deliver what is needed.

Your journey for the next 12 months starts now and my colleagues and I are here to support you. We learn with you, you learn from each other, learn how to learn, so that you continue to improve. We aim to help you achieve excellence but excellence that is useful and has the potential to deliver real benefits to your careers and the Environment.

You should enjoy the *journey* and make the most of it…

Best regards,

**Dr Nick Voulvoulis**
MSc Course Director

# Contents

# 1. General Information

## The Centre for Environmental Policy

The Centre for Environmental Policy, which is the Department that hosts the MSc in Environmental Technology, was created on 1 August 2005 out of the former Department of Environmental Science and Technology (DEST) and the Department of Agricultural Sciences (DAS), both formerly in the T.H. Huxley School of Environment, Earth Sciences and Engineering. Prior to that DEST's predecessor was Imperial College Centre for Environmental Technology (ICCET), established in 1977. It remains a highly interdisciplinary organisation, though some of the natural science staff are now based in other divisions, but contribute heavily to teaching and collaborative research. The Centre provides the focus for College research and teaching in the field of environmental policy.

The Centre is a unique interface between science and technology, and economics and policy. Scientists, economists and social and policy experts work towards gathering the scientific evidence necessary to develop or implement new environmental policies, or, alternatively, support policies already in place.



While part of the Faculty of Natural Sciences the Centre is also seen as a College-wide interdisciplinary centre with a specific remit to interact with other departments and faculties throughout the College. The MSc Environmental Technology continues to be its core teaching product (and by October 2015 produced over. 3,500 graduates since 1977).

The Centre's MSc activities are based primarily in 13-15 Prince's Gardens on the South Kensington Campus and in Sherfield Building Level 1 where five of our Option rooms are located.

The MSc course is under the overall direction of Dr Nick Voulvoulis, who is based on the first floor or 15 Prince's Gardens.

# The MSc in Environmental Technology

The MSc in Environmental Technology has an outstanding international reputation. It has for a number of years set market and educational standards in taught postgraduate environmental provision, and is the envy of many institutions. Compared to many taught masters courses, this MSc is unusual if not unique: it has an extremely large annual cohort and a fairly rigid course structure, which aims however to facilitate the course's mission and objectives and maximise the delivery of its learning outcomes. The learning methods used for such delivery have been designed on this structure, and although sometimes not obvious to realize during the process, they are really appreciated after graduation with the application of **knowledge and understanding**, **application of critical power**, **skills** and other **attributes** acquired as learning outcomes.

While the course forms the centrepiece of departmental activity, the department also has a distinctive research profile. With no undergraduate provision, the linkage between MSc teaching and research is thus very important to the department, and the ways in which research informs teaching is evident and manifest in departmental educational objectives.

The MSc programme shares the following important features:
- most tuition has an **holistic**, **multidisciplinary** and **interdisciplinary** approach;
- the **integration** of **fieldwork**, **experimental** and **theoretical** investigations underpins much of the learning experience even in some of the more policy based options;
- **quantitative and qualitative approaches** to **acquiring** and **interpreting data;**
- **examination** of the exploration for, and exploitation of, **physical** and **biological resources** and **social** and **economic** barriers and opportunities
- **examination** of the **implications of sustainability** and sustainable development.

The **Natural Sciences Options** (Pollution, Water, EAA and Health and the Global Environment) and **Environmental Resource Management,** to some extent broadly concerned with **environmental sciences**, typically involve in their programme:
- a systems approach to understanding the present and past interactions between the processes and the perturbations of these systems by human influences
- the scientific study of physical, chemical, biological and anthropogenic processes that affect environmental quality
- modelling environmental processes and systems
- problem-solving related to environmental phenomena
- the monitoring and management of natural and human-induced environmental changes
- scientific examination of the implications of sustainability and sustainable development.

The more policy related Options: **Business & Environment, Energy Policy, Environmental Economics & Policy** and **Global Environmental Change & Policy** are similarly to some extent broadly concerned with **environmental studies** though also interact with government and business. These focus more on the **sociological, political, environmental and economic implications of human interactions with the environment,** the relationship between the environment, human health, human culture

and attitudes and a foundation of scientific understanding of natural and human-induced environmental processes appropriate to the programme's aims.

**Teaching methods** aim to help students to **use scientific information to inform decision-making processes and environmental management**, in addition to examination of the concepts and applications of **sustainability and sustainable development**. Applications include: **environmental decision making; environmental auditing; environmental impact assessment and planning; legislative aspects of environmental protection and environmental education.** The diagram below summarises the relationships between the various course components.
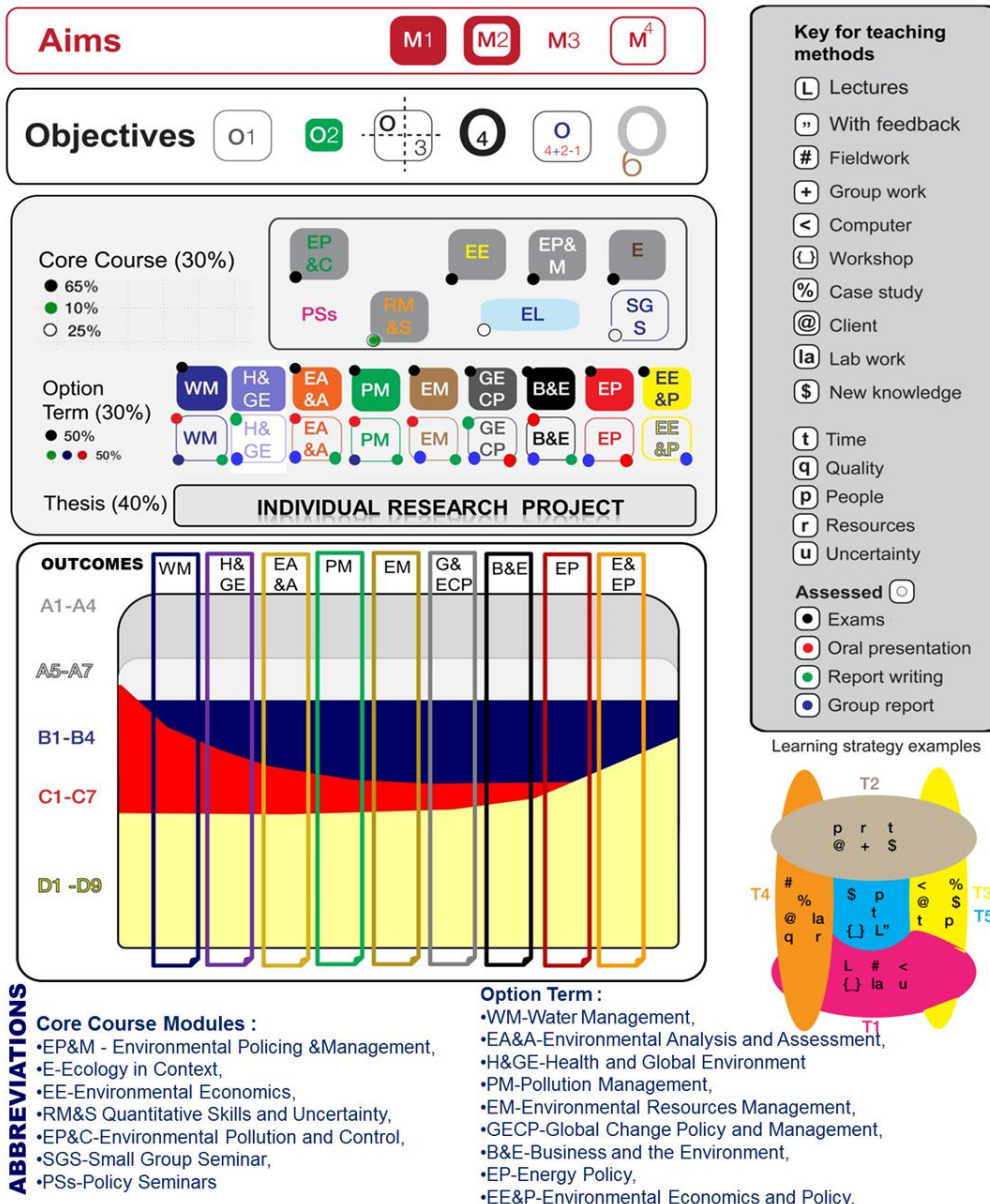


Figure 1: From aim and objectives to learning outcomes through a variety of teaching methods and assessments.

## COURSE AIMS

M1: Provide the highest standard of training for environmental scientists and managers, who will become leaders in their fields, whether in academia, consultancy, research, government bodies, non-governmental organisations or industry and commerce, both nationally and internationally

M2: Deliver an holistic understanding of the interdisciplinary complexities underlying environmental issues integrating science, technology, law, economics, policy and management, with in-depth education in the more specific areas addressed by the eight specialist options

M3: Attract highly motivated students, both from within the UK and from overseas

M4: Develop new areas of teaching in response to the advance of scholarship and the needs of vocational training

## COURSE OBJECTIVES

O1: A command of the range of subjects necessary to understand and resolve environmental problems and the ability to apply the knowledge to practical issues

O2: Deliver an holistic understanding of the interdisciplinary complexities underlying environmental issues integrating science, technology, law, economics, policy and management, with in-depth education in the more specific areas addressed by the nine specialist options

O3: Development of interpersonal and transferable skills

O4: Development of the ability to conduct independent rigorous research into environmental problems with confidence

O5: Development of quantitative and qualitative skills

O6: Specialisation on certain areas in greater depth

## PROGRAMME OUTCOMES

### A1 - A7: Knowledge and Understanding

A1: The current status and essential breadth of understanding of environmental science, technology, and policy, the issues, and their interdisciplinary nature

A2: The underlying scientific principles for computational analysis and evaluation of statistical data

A3: The understanding and use of natural and social science research methodologies including quantitative and qualitative data analysis, sampling, experimental design, questionnaire design, interviews, including evaluation of their applicability, limitations and advantages

A4: The wide range and interdisciplinary nature of subjects for the understanding and resolution of environmental issues

A5: The fundamental mechanisms operating in the environment and the principles underlying the tools for sustainable environmental management

A6: Practical knowledge of research techniques

A7: Management and communication skills, including problem definition, project design, decision processes, teamwork, negotiation, written and oral reports, and scientific publications

### B1 - B4: Intellectual (thinking) skills - able to:

B1: Analyse and solve environmentally based problems using an integrated multidisciplinary approach, applying professional judgements to balance costs, accuracy, reliability, and both realistic practical and strategic options

B2: Integrate and evaluate information

B3: Formulate and test hypotheses using appropriate methodological/ experimental design and collection and correct techniques for the analysis of appropriate quantitative/ qualitative data

B4: Plan, conduct and write-up a programme of original research

### C1 – C7: Practical skills – able to:

C1: Analyse and evaluate the critical aspects of an environmental problem

C2: Have a theoretical awareness to be able to select and/or practically utilise a wide range of research methodologies and analytical techniques

C3: Analyse statistical results and determine their strength and validity

C4: Prepare technical reports

C5: Give technical presentations

C6: Use the natural/social scientific literature effectively

C7: Use computational tools and packages

### D1 – D10: Transferable skills – able to:

D1: Communicate effectively through oral presentations, computer processing and presentations, written reports and natural/social scientific publications

D2: Apply statistical and modelling skills

D3: Management skills: decision-making processes, objective criteria, problem definition, project design and evaluation, risk management, teamwork and coordination, and management of negotiations

D4: Integrate and evaluate information from a variety of sources

D5: Transfer techniques and solutions from one discipline to another

D6: Use Information and Communications Technology

D7: Manage resources and time

D8: Learn independently with open-mindedness and critical enquiry

D9: Learn from the shared experiences of others

D10: Learn effectively for the purpose of continuing professional development

# Location and orientation

Prince's Gardens - numbers 13, 14 and 15 - provide the focal point of the MSc in Environmental Technology. The three buildings comprising the Centre for Environmental Policy are located on the opposite side of Exhibition Road to the main campus, but close to the Ethos Sports Centre on the north side of Prince's Gardens. Your main MSc course accommodation is located in the three basements of 13-15 PG. CEP moved here in September 2012 to newly refurbished buildings. The buildings are early Victorian (c. 1850) and consequently a bit of a rabbit warren – **it will take you a few days to understand the layout!** There is a shop and Eastside Bar/cafe immediately opposite the buildings in Prince's Gardens. There is a cafe also in Ethos.

The **MSc Common Room** (your main base) is located in **15B2** and includes your main printing facilities. It connects through to a kitchen and to a multifunctional computer/project lab in **15B3** (containing 18 PCs). The most direct access is via the outside steps at the front of 15PG (swipe access). Immediately next door in **14B6** (accessed at basement level via the outside and/or by steps from the front of 14PG) is the main computer lab (containing 32PCs). Adjacent to this in **13B5** is a quiet study area/seminar room available for your quiet study during the Core Course, used for lunchtime seminars and as an Option room during the Option term. This can be accessed from the corridor of the basement of 14PG or by steps at the front of 13PG.



**Lockers** are provided dotted around the three basement areas – available on a first come first served basis and you will need to buy your own padlock (e.g. from the Union shop) and label your locker with your name and year (2015-16) (labels provided).

**Toilets** are located on the ground floor close to the top of the internal stairs from each basement. **More toilets are located half a floor up on the mezzanine levels** at the back of 13 and 14 PG.
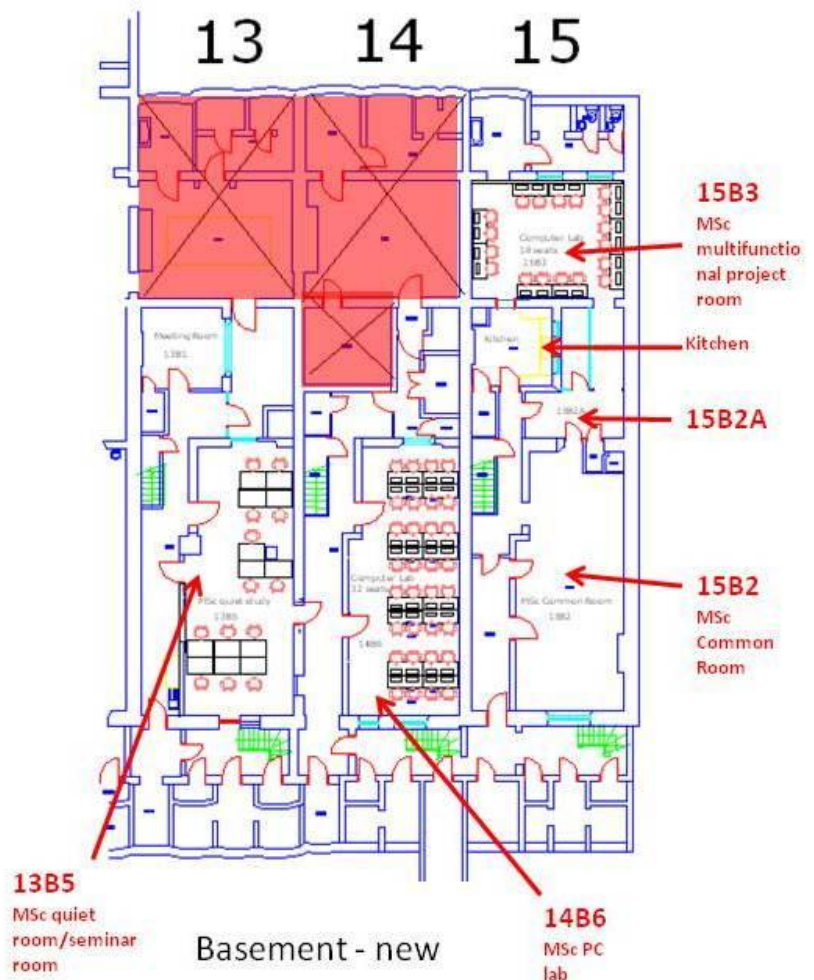
Administration, academic and research staff and PhD students are located on the ground floor, 1st, and 2nd and 3rd floors of 13-15PG. Rooms are numbered by building first, then floor, then room number, e.g. 13B5; 13Gw; 131x; 132y; 133z etc. Members of the postgraduate office (e.g. the MSc Administrator) can be found in room 14G2 on the ground floor of 14PG.

You have access to the rear garden immediately behind 13-15PG and the 'Secret Garden' via the swipe gate to the right of Weeks Hall, which is immediately adjacent to 15PG. There are picnic tables and outdoor table tennis tables available to you. We hope you enjoy the facilities while you are here. **Please look after them and keep the rooms tidy, especially the Common Room and kitchen.**

You will each be assigned to a **personal tutor** who you will meet initially with your tutorial group in Week 1 and individually later in the first week of term. After this, you will meet your tutor towards the middle of term to review progress, and at the end of term to discuss exam preparation. Your tutor will arrange these individual meetings personally.

Three 1.5 hour sessions are blocked out for small group seminar meetings from weeks 2 to 5. Only 3 x 1.5 hours of this time over that period will be taken up with the actual seminars and the rest of the time is for your preparation and private study. Similarly, parallel sessions are blocked out for Quantitative Skills (QS) Lectures and Practicals and sign-up sessions, though again most of the time will be for private study.

The Core Course Lectures will be held around the South Kensington campus, in Sir Alexander Fleming Building (SAFG16, G34), Sherfield Building (Read, Pippard, Sherfield Suite rooms), City and Guilds Building (CAGB 342, 542), Electrical Engineering (408), Royal School of Mines (RSM 131), Blacket 229, Skempton 164, Huxley 308 and others. The location of all classes is stated in the timetable. *You should familiarise yourself with the locations of these lecture theatres and it is your responsibility to arrive promptly for lectures. Other courses usually precede and/or follow our lecture sessions so you will have to leave promptly at the end of each session. If you are late arriving you may be excluded to avoid disruption to others, and you may find it difficult to find an accessible seat.* Do not take food or drink (other than water) into lecture theatres.

Any matters relating to changes in the MSc Core Course Timetable will be emailed to you and will be notified via Blackboard announcements (see below), but you should check your emails and Blackboard daily for any updates (e.g. if a lecturer is ill and has to cancel or postpone).

## CEP Postgraduate Common Room (Room 15B2)

You will also be granted swipe card access to the Common Room and other basement rooms in 13-15PG. It must at all times be left clean and tidy (otherwise swipe access will be removed). Drinks after the policy seminars on Thursday evenings will also be provided here and in the adjoining kitchen and corridors.

**It is important that you check your email at least daily throughout the first term.**
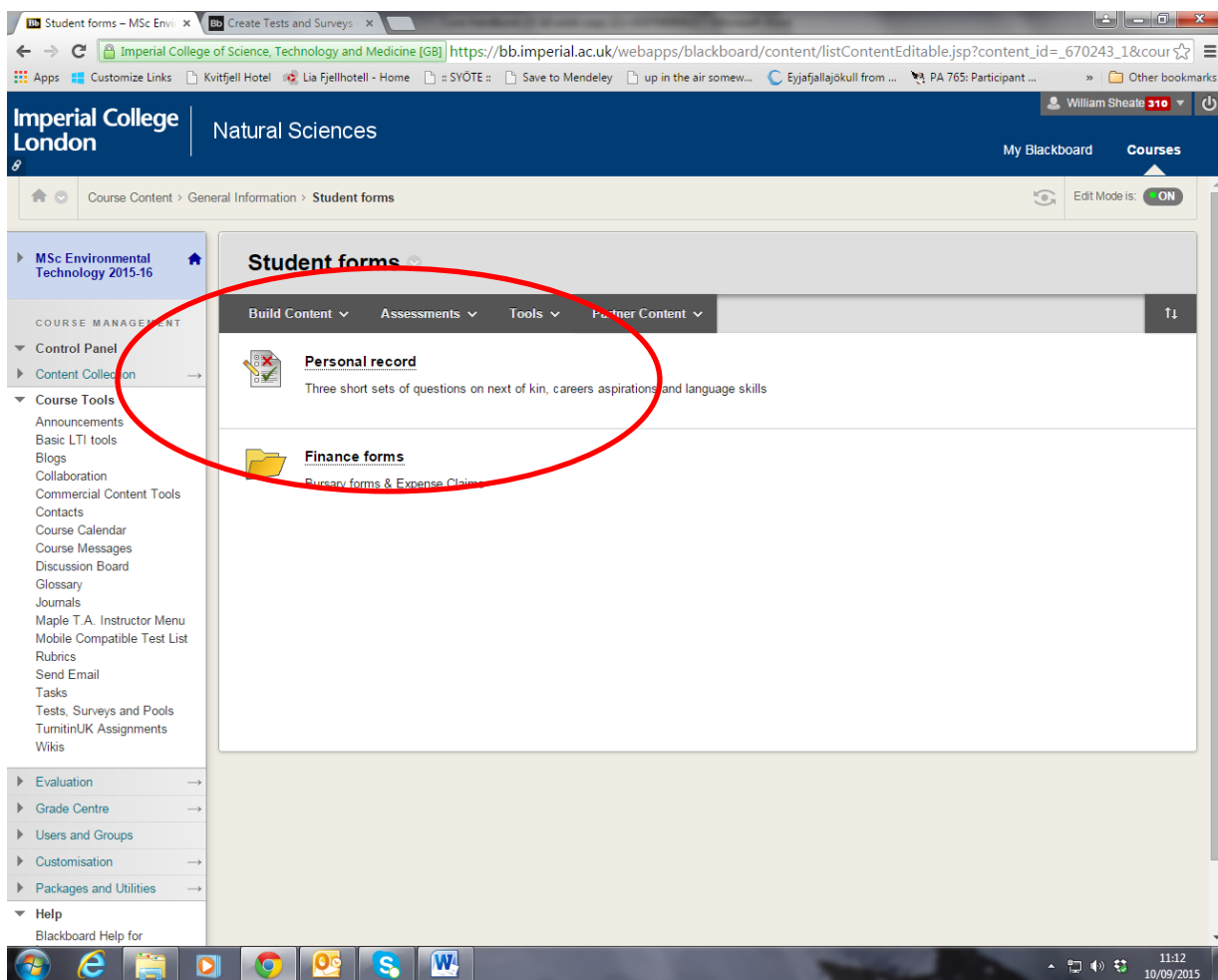
# Blackboard

Blackboard is the Virtual Learning Environment used by the MSc and is where you will find all timetable information, lecture materials (slides, handouts etc), discussion groups, sign-up sheets for seminars and practicals, assessment submission etc.  You will be enrolled into Blackboard as soon as possible after you have formally registered, so it is imperative that you register as quickly as possible so you have access to Blackboard (normally it will happen within 24 hours of you registering).

You need your normal College login details and you should login to Blackboard at http://bb.imperial.ac.uk
Blackboard is a fully featured application, which is designed to be used on a desktop or laptop computer. It can be accessed via a mobile app, but this does not provide full functionality, including full navigational access, so access via a computer (PC or Mac) is recommended.

**Your first task having logged in to Blackboard should be to complete the Personal Record form in the Student Forms folder (see Course Content > General Information > Student forms, and below).  You should do this by the end of the FIRST WEEK of the Autumn term.**



You will be given further guidance on Blackboard in the Core Course introductory session on Tuesday 6th October.

# The Core Course

The Core Course is arranged on a modular basis to present a progressively more complex and in-depth understanding of the natural and human environment and their interaction. The Core Course is highly interdisciplinary, providing an essential breadth of understanding across environmental technology and policy issues, as well as a precursor to the specialist options in the second term. The course comprises six core modules (each of c.20 hours):

- Ecology in Context
- Environmental Pollution and Control
- Environmental Policy and Management
- Environmental Law
- Environmental Economics
- Quantitative Skills and Uncertainty

In addition there are small-group seminars, weekly environmental policy seminars and transferable skills module.

The Core Course emphasises contemporary policy debates through a number of cross-cutting themes: climate change and energy, international development, sustainability and health, and biodiversity.

The Director of the Core Course is Dr Bill Sheate who is also Deputy Director of the MSc course overall.

# MSc Environmental Technology Core Course Structure

## Autumn Term

Cross-cutting themes

Week 1

Week 10

- Environmental Policy and Management
- Environmental Economics
- Ecology in Context
- Environmental Pollution and Control
- Quantitative Skills and Statistics
- Environmental Law
- Small Group Seminars
- Policy Seminars

- Climate change & energy
- International development
- Sustainability & health
- Biodiversity

Transferable Skills
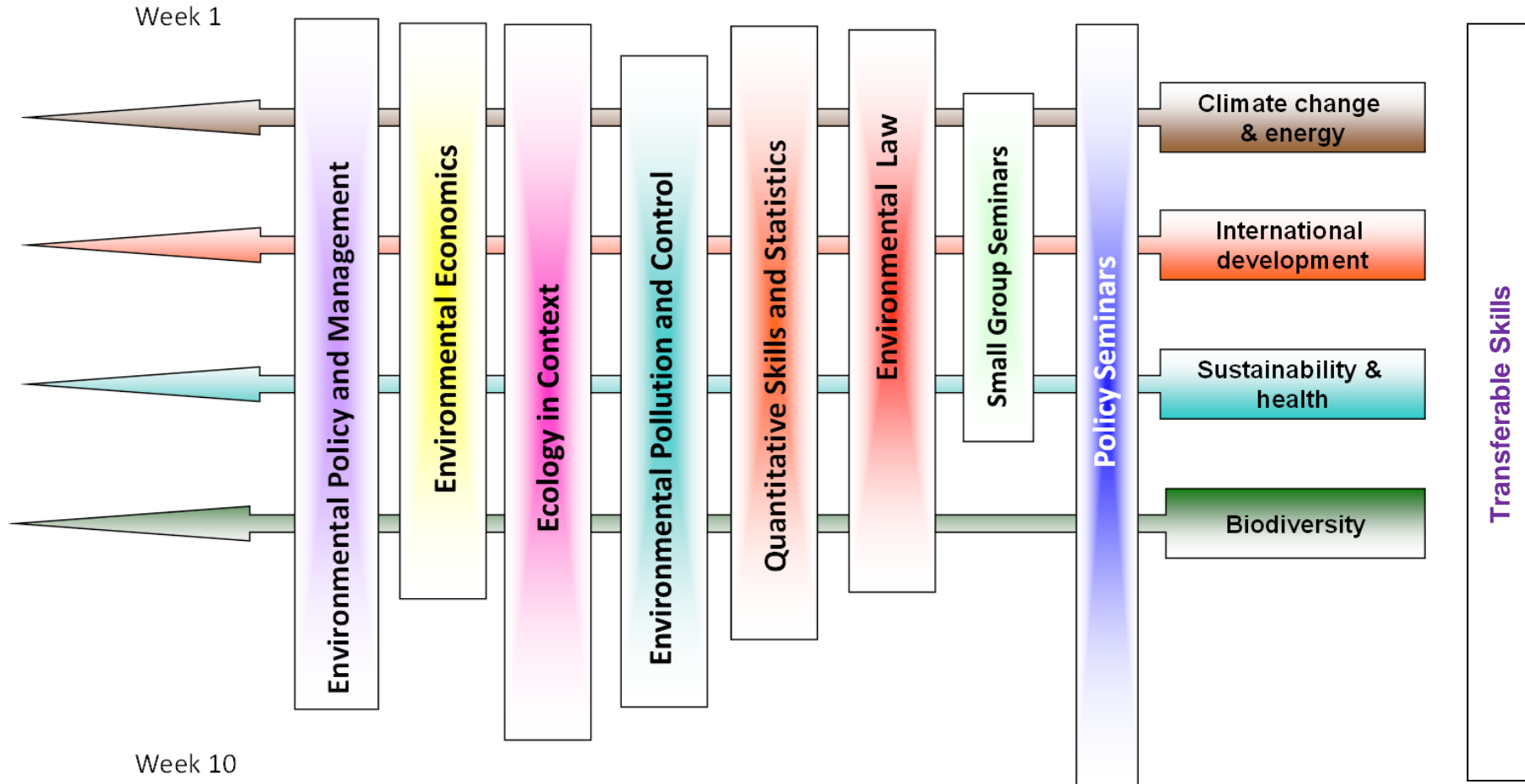
# 2.   Course key staff and contact details

**Environmental Pollution and Control**
Dr. Nick Voulvoulis
Room 1515 Tel: 47469
Email: n.voulvoulis@imperial.ac.uk

**Environmental Law**
Dr. Zen Makuch
Room 1416 Tel: 49308
Email: z.makuch@imperial.ac.uk

**Environmental Policy and Management**
Dr. Clive Potter
Room 13G9 Tel: 49314
Email: c.potter@imperial.ac.uk

Dr. Bill Sheate
Room 14G9 Tel: 49299
Email: w.sheate@imperial.ac.uk

**Ecology**
Dr. Tilly Collins
Room 14G9 Tel: 49301
Email: t.collins@imperial.ac.uk

**Environmental Economics**
Dr. Ioannis Kountouris
Room 1527 Tel: 49337
Email: i.kountouris@imperial.ac.uk

**Quantitative Skills and Statistics**
Prof. John Mumford
Room 1402 Tel: 42206
Email: j.mumford@imperial.ac.uk

Dr. Tilly Collins
Room 14G9 Tel: 49301
Email: t.collins@imperial.ac.uk

## Course Management

**Course Director**
Dr. Nick Voulvoulis
Room 1515 Tel: 47469
Email: n.voulvoulis@imperial.ac.uk

**Deputy Director**
Director of Core Course & Careers
Dr. Bill Sheate
Room 1409 Tel: 49299
Email: w.sheate@imperial.ac.uk

**Director of Alumni**
Dr. Kaveh Madani
Room 1413 Tel: 49346
Email: k.madani@imperial.ac.uk

## Course Administration

**Acting Administrator**
Diana Sprot
d.sprot@imperial.ac.uk

**Teaching Administrator**
Mr. Shane Murphy
Room 1402 Tel: 49347
Email: shane.murphy@imperial.ac.uk

## Course Tutors

**Senior Tutor**
Dr. Ioannis Kountouris
Room 1527 Tel: 49337
Email: i.kountouris@imperial.ac.uk

**Women's Tutor**
Dr. Tilly Collins
Room 1409 Tel: 49301
Email: t.collins@imperial.ac.uk

## Options and Convenors

**Water Management**
Mrs. Lorraine Gaston
Room 1511 Tel: 49263
Email: l.heinrich@imperial.ac.uk

**Environmental Analysis and Assessment**
Dr. Martin Head
Room 1513 Tel: 49317
Email: m.head@imperial.ac.uk

**Pollution Management**
Mrs. Claire Hunt
Room 1511 Tel: 49302
Email: claire.hunt@imperial.ac.uk

Dr. Audrey de Nazelle
Room 13G7 Tel: 47319
Email: anazell@imperial.ac.uk

**Health and the Global Environment**
Dr. Susan Hodgson
(St Mary's) Room 532 Tel: 42789
Email: s.hodgson@imperial.ac.uk

**Energy Policy**
Dr. Niall Mac Dowell
Room 1411 Tel: 49298
Email: m.mac-dowell06@imperial.ac.uk

**Environmental Economics and Policy**
Dr. Clive Potter
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Email: c.potter@imperial.ac.uk

Dr. Ioannis Kountouris
Room 1527 Tel: 49337
Email: i.kountouris@imperial.ac.uk

**Global Environmental Change and Policy**
Mrs. Karen Makuch
Room 1415 Tel: 47317
Email: k.e.makuch@imperial.ac.uk

Dr. Zen Makuch
Room 1416 Tel: 49308
Email: z.makuch@imperial.ac.uk

**Business and the Environment**
Dr. Mike Tennant
Room 1536 Tel: 47708
Email: m.tennant@imperial.ac.uk

**Environmental Resources Management**
Dr. Raphael Slade
Room 13G8 Tel: 47306
Email: r.slade@imperial.ac.uk

Dr. Jeremy Woods
Room 1329 Tel: 49328
Email: jeremy.woods@imperial.ac.uk

# 3.   Core Course Lectures

Locations of the Core Course lectures.  Most will take place in the following places:

| City & Guilds Building | |
|---|---|
| **CAGB 342** | Lecture theatre on the third floor |
| **CAGB 542** | Lecture theatre on the fifth floor |
| **Flowers Building** | |
| **310 and 311 Silicon Graphics** | Computing lab |
| **Royal School of Mines** | |
| **RSM 1.31** | Lecture Theatre |
| **RSM G20** | Lunchtime Seminars venue (Wednesdays) |
| **Sir Alexander Fleming Building SAFB** | |
| **G16** | Large lecture theatre |
| **G27** | Computing lab on ground floor |
| **G34** | Large lecture theatre |
| **Sherfield Building SHER** | |
| **SHER 571 Read** | Large lecture theatre |
| **SHER 569 Pippard** | Large lecture theatre |
| **Sherfield Suite 164, 165, 169A, 169B & 170** | Option/meeting rooms. Located on mezzanine floor of the Sherfield building (level 1) |
| **Ace Extension on Walkway AceX** | |
| **AceX LT1 (250)** | Large lecture theatre, Level 2 on Walkway (Chemical Engineering) |
| **Other Buildings** | |
| **BLKT 229** | **Physics** |
| **SKEM 164** | **Civil Engineering** |
| **HXLY 308** | **Maths** |
| **EEEng 408** | **Electronic Engineering** |
| **Princes Gardens PG ('in house)** | |
| **PG 13, 14, 15** | Academic staff offices |
| **PG 13 B1** | Meeting room in basement of PG 13 at back of building |
| **PG 13 B5** | Large seminar/meeting room in basement of PG 13 |
| **PG 14 B2** | CEP Computing lab |
| **PG 15 B3** | Small Computing lab and meeting room (up to 8 people) |
| **PG 14 B6** | Computer room PG 14, on the basement floor |
| **PG 15 G2** | Boardroom for seminars and meetings (up to 20) |
| **PG 15** | Common room on the basement PG 15. Facilities include photocopying, kitchen with kettle, microwave and fridge |

# 4. Examination Dates & Course Work Assessment Deadlines – Important Dates

## Week 11
## Examinations

**Thursday 17th December**          **Great Hall**          Core Course Exam Paper I

**Friday 18th December**          **Great Hall**          Core Course Exam Paper II

## Course Work Deadlines

**Wednesday 11th November – Week 6**          Seminar Assignment hand in

**Monday 7th December – Week 10**          Statistics & Risk Assessment on Blackboard SAFB G29

## Law Course Assessment
**Monday 23rd November**

## Other Important dates
### Autumn 2015
Start of Term          Monday 5th October 2015
End of Term          Friday 18th December 2015
Core Course Exams          17th and 18th December 2015

### Spring 2016
Start of Term          Monday 11th January 2016
End of Term          Friday 25th March 2016
Option Exam          Wednesday 23rd March 2016 (tbc)

### Summer 2016
Start of Term          Monday 25th April 2016
End of Term          Friday 24th June 2016
Project Review Day          Friday 29th April 2016
Project Proposal Hand in          Monday 9th May 2016

### Autumn 2016
Project Hand in Day          Wednesday 7th September 2016
Project Executive Summary submission          Friday 23rd September 2016

## Christmas College Closure

Students are generally not expected to come into the Department during this time: Wednesday 23rd December 2015 to Monday 4th January 2016 inclusive.

## Option Field Trips

Option Field Trips will generally take place at the end of the Spring Term, between the end of teaching and the Option examinations.

## Projects

You will start your Specialist Project after the Option Exam. The Project Review Day which will take place on Friday **29th April** occurs during a two-week Research Methods course and later you submit the Project Proposal on **Monday 9th May**. A more detailed booklet giving Project Guidelines will be distributed towards the beginning of the Spring Term.

**Summer Term Research Methods Training**

The first two weeks of the Summer term – from **25th April to 6th May** are set aside for compulsory training in research methods relevant to your summer term thesis research project - a research methods summer school. This training focuses particularly on *social science* research methods to complement the more *natural science* focus of the Quantitative Skills and Uncertainty module of the Core Course.

There are two key dates for your diary:

1. **Project Review Day** (where you present your project idea) on **Friday 29 April 2016;** and

2. **Research Proposal** hand-in day on **Monday 9 May 2016**.

In addition to these two key milestones, the following sessions (subject to timetabling) will also be covered during these two weeks of training, which will also allow you to incorporate the most appropriate research methods into your research proposal:-

- Research Proposal and Overview of Project Guidelines *(Rob Gross)*
- Social Research I: Research Strategy *(Mike Tenant)*
- Social Research II: Research Design *(Judith Cherni)*
- Social Research III: Methods (A) Literature Review *(Graduate School)*
- Social Research IV: Methods (B) Systematic Evidence Assessment *(Bill Sheate)*
- Social Research V: Methods (C) Semi-structured Interviews *(Judith Cherni)*
- Social Research VI: Methods (D) Qualitative Data Analysis *(Judith Cherni + others)*
- Social Research VII: Methods (E) Quantitative Data Analysis *(Tilly Collins)*
- Introduction to Geographical Information Systems
- Field Work Training Day *(H&S)*

- Health and Safety Risk Assessment *(H&S)*
- Good Practice in Ethics *(Mike Tennant)*
- Statistics Surgery *(Tilly Collins)*

**You should therefore plan your project taking into account that you will need to attend these two weeks.** These are the key transferable skills that will be valuable to you in your future careers, whether or not you use any or none of them during your actual project research.

## Notes about Core Course Timetable

We try to stick as closely as possible to the arrangements and lecture times as set out in the Core Course timetable. However, it is occasionally necessary to move lectures owing to the illness of a lecturer or other unforeseen circumstances. You should not therefore rely on slots which are currently free in the timetable as necessarily remaining free. Notice of any changes in the timetable will be emailed to you and posted on Blackboard.

**Please note that all dates are subject to change and you should check your email regularly to make sure that you are up to date with any changes before booking air tickets etc.**

## Exams

The Core Course Exams will be held on **Thursday 17th and Friday 18th December 2015**. These are two 3-hour exams. The Option exam is scheduled for Wednesday 23rd March and is to be confirmed. The exam may last for 3 to 4 hours depending on your option.

Instructions for exam procedures are emailed to you and placed on Blackboard prior to exams, and you should check the regulations regarding the use of calculators, dictionaries and so on, in good time.

In the event of illness or exceptional circumstances, such as bereavement, repeat examinations (where needed) will be scheduled for the week before the summer term (Core Course exams) and the last week of August (Option exams).

It is necessary to pass each set of assessments. Failure in either the Core Course or Option term may mean that you are not able to complete the course.

# 5.   Small Group Seminar Series
## Coordinator: Dr Bill Sheate

During the Core Course Term, a small group seminar series is offered. The series comprises a Seminar made up of 3 x 1.5 hour sessions examining a particular topic, spread over weeks 2-5. Students may choose from a range of topics on issues in contemporary environmental science and policy.

**Aims**
- To facilitate the development of higher-order learning skills – analysis, synthesis and evaluation – and their application to environmental and sustainability issues.

**Learning Objectives**
After following this module students will be:
- Able to undertake independent critical research in contemporary environmental and sustainability issues
- Confident in engaging in group discussions
- Able to present a succinct essay reporting on their independent research and the group's analysis, synthesis and evaluation of a contemporary environmental/sustainability issue.

This seminar series comprises 3 x 1.5 hour sessions examining a particular topic, spread over weeks 2-5 and a 1 hour feedback session. Students may choose from a range of topics on issues in contemporary environmental science and policy. Places are limited on each seminar, and you will be required to sign up, on a first come first served basis, for your preferred seminar via the sign-up sheets provided on Blackboard – see links from the Home Page which will be made available one week before the seminar series begins.  You may sign up to one seminar only. Once a seminar group has 6 members signed up you will not physically be able to add your name to that group.  There will be a wide variety of seminar topics so you should have no difficulty in finding one that will interest you.

Seminar topics will cover subjects across the four main cross-cutting themes in the core course.  Recent seminars offered have included:

- Do Environmental Pressure Groups Concentrate on the Issues and Play down the Real Problem?
- How Much Is It Worth Spending On Saving Endangered Species?
- Environmental Pressure Groups: Lobbying, Direct Action and their role in Governance
- Is Nuclear Power the Answer to Global Warming?
- The Precautionary Principle: Can It Be Effectively Applied As A Tool for Environmental Protection?
- Policy Related Research - Inherently biased or objective?

Emphasis is placed on active learning and participation, and the application of critical thinking: students are expected to lead discussion based on their research on the topic in question. In each seminar round, the staff member will facilitate and moderate student discussion in each of the three sessions leading to the presentation of a short written paper (max 2000 words) by each student after the final session.

In each seminar,

- The first session will involve general discussion around the topic, and identify topics for independent research by the student (analysis).
- The second session will be concerned with the presentation of initial results and further discussion (synthesis).
- The third session will be concerned with student presentation and conclusions on the topic in Question (evaluation).

**The written paper is assessed and carries 15% of the total Core Course Marks**. Students are expected to spend no more than 4 hours in preparation for each Seminar Session. Seminar essays must be submitted online on Blackboard. A fourth reflective session (1 hr) is scheduled to allow for group feedback and critical discussion after the essays have been returned (around week 9).

# 6.   Student Support: Personal Tutorials & Welfare, Reporting Disabilities

## PERSONAL TUTORIALS AND WELFARE

All students are allocated to a Personal tutor. Personal tutorials are intended to provide pastoral support to students, rather than having a specific educational role. Your personal tutor will be available to you throughout the academic year of the MSc course. All being well you will have little cause to see your personals tutor, other for scheduled meetings. However, they are there if you have particular personal or family problems or, for example, find yourself in financial difficulty. Your tutor can also refer you to the other services within College who can help you.

You will meet with your personal tutor, and with the rest of your tutorial group, on the first day of term. At this time, individual meetings will be arranged for later in the week. Tutorial groups are drawn from across the Options, providing an opportunity to meet colleagues with a range of interests and backgrounds.

You will meet with your personal tutor at least three times during the Core Course (including your first week individual meeting). The personal tutor then is also a first point of contact if you have specific problems or worries. The **Senior Tutor, Dr Yiannis Kountouris,** is an alternative point of contact and can help you and/or your personal tutor with difficult problems or those that require referral elsewhere in College. **Dr Tilly Collins** is the **tutor for women.**

Personal tutor groups will be announced during the Senior Tutor's talk on the first day of term and will also be available on Blackboard. **Most tutors have two groups of tutees and you need to be clear which personal tutor group is yours.**

## Option Group Meetings

There will be three Option Group meetings during the Core Course term. The first is on the first day where you will be introduced to the Option and your Option Convenors. Two further meetings will be held in the middle and towards the end of the term to provide a link between the Core Course and your specialist Option. These will be arranged by your Option Convenors.

## Student Counselling Service

The Student Counselling Service offers short-term individual counselling for personal issues that are affecting your wellbeing. The service is free and confidential. You will be offered an initial meeting with a counsellor where you can talk about your difficulties and discuss whether counselling might be helpful. This may be a starting point to another source of help. Life Skills workshops are also available.

Room 449, Level 4, Sherfield Building   020 7594 9637

counselling@imperial.ac.uk

Students based at the Silwood Park Campus can arrange an appointment with counsellor Joan Hampton at either the Kings Corner Surgery or the Silwood Park Medical Room:        j.hampton@imperial.ac.uk

London Nightline is a confidential listening and information service, run by student volunteers for students, and is supported by Imperial. Open from 6pm-8am every night of term time, well trained volunteers who know university isn't always easy are there to take your calls, for whatever is on your mind. Call 0207 631 0101, text 07717 989 900, Skype londonnightline or nightline.chat. Or you can email us at: listening@nightline.org.uk                                          .

Contact listening@nightline.org.uk   or call +44 (0)20 7631 0101.

Further information about College Support and Welfare can be found here: http://www.imperial.ac.uk/students/student-support/

In addition to this, there is there is an organisation called the **Samaritans** – the main number  08457 90 90 90    http://www.samaritans.org/how-we-can-help-you

This organisation was originally set up to help people who feel suicidal.  However, as it says on their website, *it doesn't matter who you are, how you feel, or what has happened. If you feel that things are getting to you, get in touch.*


## Union Advisor

Imperial College Union's Advice Centre offers free, professional and impartial support to students on a wide range of issues – such as academic appeals, housing, consumer rights, money, and more. Our website, imperialcollegeunion.org/advice, has lots of useful information on the challenges Imperial students often face. We also work closely with elected Officer Trustees, student campaigners and Academic Representatives to lobby for change within College and the wider community,  on your behalf.

We help all Imperial students – no matter where or what you study. If you need help or guidance, get in touch with us on advice@imperial.ac.uk, 020 7594 8067, or x48067.

## Chaplaincy Multi-Faith Centre,

10 Princes Gardens, South Kensington, SW7 1NA

The Centre has prayer and meditation rooms. We offer confidential one to one support in times of crisis, stress or uncertainty. We will listen in order to help you reflect on the meanings in your life, relationships, work, studies or research

The Chaplains work to promote deeper understandings between people of different religious and secular world views. We provide weekly groups for non-religious mindfulness meditation, as well as Christian and Buddhist meditation.

We have Chaplains and Faith Advisors from Christian, Buddhist, Muslim, Jewish, and Hindu traditions.

Swipe card access to the Chaplaincy is available to all members of College, Monday to Friday, 09.00-20.00. For events and information see
www.imperial.ac.uk/chaplaincy

## Health Centre

Once they are registered with the College Health Centre all students may use the services available at the Health Centre which is located at 40 Prince's Gardens. The Health Centre has a resident staff of doctors and nurses, and is open Monday to Friday between 08.00 and 17.00 hrs outside term time and 08.00 and 18.00 hrs during term time. It is always shut on Tuesday afternoons from 13.00 and this includes the phones. The Nurses' Open Clinic is from 09.00 to 11.00 hrs Monday to Friday. The Doctors' Open Clinic is from 08.30 to 10.00 hrs each morning and 15.00 to 16.00 hrs (excluding Tuesday afternoons), otherwise you should ring and make an appointment to visit (Ext 49375 or 49376). Please be aware that the morning open clinic is for emergencies only that cannot wait for a booked appointment or the afternoon open clinic.

Every student is advised to register with a doctor in the area where he or she lives in London - if this is close to College (please see
http://www.imperialcollegehealthcentre.co.uk/regareas.php to check your postcode) you are generally able to register with the College Health Service Doctors.

For further details of these and other health and welfare facilities please refer to the Imperial College's Freshers' Handbook or the following web site address:
http://www.ad.ic.ac.uk/healthcentre/.

## Health & Safety

The Faculty Safety Manager for the Centre for Environmental Policy is **Stefan Hoyle.** For information on health and safety issues, please see the CEP Health & Safety web site: http://www.imperial.ac.uk/environmental-policy/about/safety/. Information on this page relates to risk assessments for offsite work, safety training and induction, display screen equipment assessments, out of hours access and much more.

The Departmental Safety Officer is **Shane Murphy**, Teaching Administrator, based in the CEP Teaching Office, 14 PG.. Please don't forget to switch off computers and lights at the end of the day and keep fire doors shut at all times. We all need to be responsible. We have had floods and fire in the Centre in the past.

Whilst in laboratories you are responsible to the supervisor of that laboratory. Obey the rules. Be sensible and think of others.

Please study the rules laid down in the Freshers' Handbook.

# 7. Reporting disabilities

## 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 give 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:**

1. *Your Disability Liaison Officer* (Senior Tutor, Dr Yiannis Kountouris)
The **Senior Tutor** is your point of contact within your department and is there to help you with arranging any support within the department that you need. Dr Kountouris is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations. Please see the below section on CEP disclosure procedures.

2. *Disability Advisory Service*: http://www3.imperial.ac.uk/disabilityadvisoryservice
- Email: disabilities@imperial.ac.uk
- Tel:    +44 (0) 20 7594 9755

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

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

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

3. *Disabled Students Allowance*:
   http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport

Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.

## SPECIAL EXAM ARRANGEMENTS & CEP DISCLOSURE PROCEDURE

If you wish to apply for special examination arrangements, or disclose any particular circumstance, please first discuss your situation informally with your tutor. If you need detailed advice, please also make an appointment to see the College Disabilities Officer. You may of course discuss your situation directly with the Senior Tutor if you prefer.

The CEP disclosure procedure is co-ordinated by the Senior Tutor, Dr Yiannis Kountouris. Once you have discussed your circumstance with your tutor please make an appointment with the Senior Tutor. If you are applying for special examination arrangements, please bring the information required to complete the relevant documentation available at:
http://www3.imperial.ac.uk/registry/exams/specialexamarrangements

***Please ensure that you progress your disclosure as quickly as possible on arrival at College. All special arrangements must be approved by a College Panel. This can take up to <u>six weeks</u> from the date an application is submitted.***

**TYPICAL ALLOWANCES IN EXAMINATIONS**

This section is intended to provide a general indication of the more common allowances. The nature of any allowance is decided by the Special Examination Arrangements Panel on a case by case basis.

- Dyslexia: A small amount of additional time during an examination.
- Impaired writing ability: Additional time during an examination, typically at a rate of 10-20 extra minutes per hour.
- Inability to write: Use of an amanuensis or technological aid, as is most appropriate both to the candidate and to the examination s/he is taking.
- Visual impairment: Registered-blind candidates are automatically allowed an extra half hour per paper. There is no automatic time allowance for partially sighted candidates but great attention shall be paid to the medical recommendation. Most candidates type their answers or use an amanuensis.
- Note that the following are not usually acceptable to the Panel: Requests for allowances for habitually illegible handwriting, unless this arises from a specific disability; Requests for rest periods during examinations.

**FURTHER INFORMATION ON DYSLEXIA**

Dyslexia is a common specific learning difficulty that is often supported by an additional allowance of time in examinations. Many students will be familiar with procedures for requesting extra time at other universities. The system at Imperial College is very similar to that elsewhere but please note the following:

- All requests must be supported by Psychological Assessment Report made by a qualified educational psychologist
- The Psychological Assessment Report must have been conducted after the applicant was sixteen years of age, and be no more than ten years old.

If you suspect you may be dyslexic, or need to arrange for a Psychological Assessment Report, please contact the Disability Advisory Service as soon as possible. http://www3.imperial.ac.uk/disabilityadvisoryservice

# 8. Feedback and Questionnaires

**Student feedback** and **evaluation of provision** is an essential part of the quality assurance process for the MSc in Environmental Technology.

This relates to **both students receiving feedback** and also **the need for reflection** with **students** giving **feedback**.

### Feedback to Students

The role of feedback in the learning process is to inform of where and how learning and performance can be improved. Feedback on learning can come from fellow students, lecturers, support staff such as demonstrators, external speakers /experts or the student themselves. The course has a number of feedback mechanisms to facilitate this, including:

- Written feedback on students' individual work, or the work of group of students.

- Verbal feedback either to individuals or groups of students though the tutorial and the option groups. .

- Direct feedback in lectures or workshops

- Feedback be external experts and panel members for coursework and its assessment (reports and presentations)

- Feedback from exams though marking and discussions with the Personal Tutor for the Core Course and option convenor(s) for the Option term

- Overall performance feedback in discussion with the Personal Tutor

In general, our feedback mechanisms focus on the activity and what was expected when this activity is assessed, aim to be constructive, providing meaningful information to students about their learning and correct misunderstandings, identify and reinforce students' strengths, guide them on how to improve and allow them to take a more active role in their learning.

### Feedback from students

We value all feedback we receive and we aim to communicate what it means and how we use it to improve the course. We hope that the process is **not** too **onerous**, and therefore utilise a series of **different mechanisms throughout the year.**

The **student representatives** and the **Staff Student Committee** play a central role to the continuous and systematic dialogue between our teaching teams and our students, which aims to enhance and continuously improve our course.

We hold student rep elections at the end of the 2$^{nd}$ week of the Core Course term, following student hustings in the first week. Three student reps are elected using the Single Transferable Vote (STV) proportional electoral system. We actively encourage candidates to stand from across the community, e.g. from overseas and across different Option interests. In additional a volunteer computer rep is appointed to liaise directly with ICT over computing issues. Other students are co-opted by the reps to help with social functions.

The timing for feedback follows the structure of the course and is requested as follows:

**CORE COURSE**

- Blackboard weekly feedback
- Direct feedback via student reps and to the Core Course Director
- Meetings with Personal Tutors
- One option meeting in the middle of the term
- Staff student Committee Meeting;
- Core Course External Examiner meets students at the end of January when reviewing examination and course work marking;
- Post graduate SOLE Questionnaire/End of term Staff student Committee Report

**OPTION TERM**

- Staff student Committee Meeting;
- Meetings with Personal Tutors;
- Meeting with convenors and module leaders;
- Post graduate SOLE Questionnaire
- End of term Staff student Committee Report

**PROJECT TERM**

- Interim Viva;
- Staff student Committee Meeting;
- Meetings with Personal Tutors;
- Meetings with Project supervisor(s);
- End of Term Staff student Committee Report;

**OVERALL**

- Staff student Committee Meeting Minutes
- Staff student Committee role in Teaching Awards
- Final End of Year Course questionnaire

The College runs the **SOLE** survey at the end of the Autumn, Spring and Summer terms, surveying postgraduate taught course students. SOLE consists of two sets of questions related to course modules and course lecturers. The results of the SOLE survey are sent to the individual members of staff that receive feedback, as well as the relevant Director of Postgraduate Studies.

# 9.    Policy Seminars

The Policy Seminar programme for the Autumn Term will be held on the following Thursdays at 5.00pm in a number of lecture theatres, as specified in the timetable), and will be followed by a glass of wine or soft drinks in the Common Room and CEP Gardens). Policy seminars will also continue in the Spring Term. All students are expected to attend these policy seminars, as they provide valuable information and insight into integrating the Core Course material, and material that is potentially examinable in the Core Course Exams.

More importantly, however, they are *the* social event of the week for the MSc students and provide the means by which you get to know each and make lifelong friends and contacts.  **Do use the opportunity to socialise and network with your colleagues, external speakers and potential employers.**  Drinks after the policy seminar have been an 'institution' from the first year of the MSc course run in 1977!   For overseas students in particular it is a real opportunity to immerse yourself in the cultural exchange of knowledge and experience - make the most of it – it is invaluable and the key memory for most alumni!

For your information, prior to each seminar a more detailed description of the seminar topic and the speaker's background will be advertised on Blackboard – see the link from the home page, where this timetable can also be found.  **Please refer to this regularly.**   Where speakers are happy to make them available, PowerPoint slides will also be posted on Blackboard as soon after the event as possible.

| Policy Seminar Timetable  Autumn Term 2015 | |
|---|---|
| 8th October RSM 131 | Prof David Fisk Greening the Existentialist |
| 15th October ACEX 250 | Constance Berthier/Alasdair Grainger "Yes Minister, we're in the Thick of It: Life in Whitehall and how policy is really made" |
| 22nd October RSM 131 | Prof Nigel Bell Ecological Lessons from the Chernobyl Accident |
| 29th October ACEX 250 | Prof Carlos Eduardo Cerri Land –use change impacts on the carbon balance of sugarcane ethanol in Brazil |
| 5th November ACEX 250 | TBC |
| 12th November RSM 131 | Ulrike Hotopp Chief Economist at DEFRA |
| 19th November RSM 131 | Helen Picot Paris and beyond – reflections of COP21 |
| 26th November RSM 131 | Timothy O'Riordan The emergence of sustainability for the coming decade |
| 3rd December SAFB G34 | Kate Munro  TBC |

| | |
|---|---|
| 10th December ACEX 250 | Sebastian Dunnett 'Bulldozing biodiversity> Conservation with the private sector' |

## CEP Lunchtime Research Seminars

CEP runs a department lunchtime research seminar series during the Autumn and Spring terms on current research activity in the department and with visiting researchers. MSc and PhD students are encouraged to attend as these provide an opportunity to find out more about in-depth research areas at CEP and from across campus. The seminars will help to engage with researchers from different fields and backgrounds and establish departmental and interdepartmental collaborations. The overarching topic of the series is "environmental research"; a short 15-20 minute presentation by the speaker(s) will be followed by a 20-30 minute discussion creating an interactive session with room for exchange of ideas.

| **CEP Lunchtime Research Seminar Timetable  Autumn Term 2015** **13.00 – 14.00 in room RSM G20** Speakers to be confirmed |
|---|
| 14 October |
| 21 October |
| 28 October |
| 4 November |
| 11 November |
| 18 November |
| 25 November |
| 2 December |
| 9 December |

# 10. Prizes

The MSc in Environmental Technology maintains strong links with alumni students in the business sector and has been privileged to be awarded a series of prizes from some of the top companies in the environmental arena.

**Adnams Prize**

A Prize for excellence in Business and the Environment.

**AECOM Prize**

A first prize award of £750, given annually for an outstanding overall performance on the MSc course as a whole, and a second prize of £250 for the runner up.

**Arcadis Water Management Prize**

A prize awarded to a Water Management student, worth £250, for the best overall assessment of Risk, associated with the contamination of Hounslow Health.

**The Charlotte Rich Memorial Prize**

A prize awarded to a Natural Sciences Option student, worth £200, for the highest mark for a thesis related to waste or wastewater management.

**COLT Foundation Prize (introduced in 2013-14)**

An award of £200 for the best dissertation in the field of occupational and/or environmental health.

**Environmental Resources Management (ERM) Prize for an outstanding thesis**

The environmental consultancy, Environmental Resources Management (ERM), has generously offered a prize of £1000 per annum for an outstanding MSc thesis.

**Nigel Bell Prize (introduced in 2013-14)**

An award of £250 for the best research Thesis on a topic related to pollution management.

**Ross Makuch Prize**

Zen Makuch directs the Environmental Law programme on the Core Course in term one of the MSc in Environmental Technology. In honour of his father, who was a modest supporter of legal education, Zen has very kindly donated a prize of £100 per annum to the MSc candidate who achieves the highest grade on the Environmental Law examination in the Core course.

**Veolia Prize**

A prize awarded for the top mark in the Environmental Pollution & Control module exam of the Core Course to the value of £300.

# 11.  Course Regulations

The course is currently offered as a full-time (Mode J9UF) one year course and as part-time (J9UF24) two year course with an industrial placement, and both lead to the MSc degree and the Diploma of Imperial College (DIC).

Students complete the Core Course in the first term (October-December) which comprises of six taught modules, a risk practical, a small group seminar series, with continuous course work assessment. Environmental policy seminars conducted by external speakers also occur throughout the first and second terms.

In the Option Course in the second term (January-March) students complete their selected option based on their decision at course application. The following options are offered: Business and the Environment; Environmental Resource Management; Energy Policy; Environmental Analysis and Assessment; Environmental Economics and Policy; Global Environmental Change and Policy; Health and the Global Environment; Pollution Management; and Water Management. Written examinations are held in December (Core Course) and at the end of the spring term (Option Course).

The remainder of the course comprises an individual (18 week) research project including an interim-viva assessed within the Department, a thesis and an executive summary also assessed. The overall pass mark is 50% and the core course (including course work), option course (including course work) and the research project contribute 30%, 30% and 40% respectively. A student following the course part-time will have to complete the Core Course and the Option term in the first year and do the remainder of the course in the second year.

Nearly all the learning on the course receives formal assessment. The exceptions are study tours on certain options and the environmental policy seminars by outside speakers during the first two terms, although these provide a general background for other assessed exercises such as the 'integrated questions' in the Core Course exam papers.  In addition, although students have a degree of choice when answering exam questions, the exam papers are structured in such way that all modules are examined, requiring students to revise for all taught subjects.

The course is assessed on the basis of 30% for the first term core course, 30% for the second term option, and 40% for the project, it being necessary to pass all these three elements. The MSc in Environmental Technology is awarded on the successful completion of each of the three sections listed above.  If any student fails any part of the course, depending on the situation and circumstances involved, it may be possible to resit the exam or resubmit the project the following year.

In the case of distinction, students must achieve a minimum of 70% mark in all three elements to fulfil the criteria for the award of a distinction.  Similarly, a minimum of 60% in all three elements is required to fulfil the criteria for the award of a merit.

Term 1 - Core Course
30% weighting of MSc award

| Coursework (to be completed in Term 1) | 1. Small Group Seminar (10%) |
|---|---|
| 35% Core Course Marks | 2. Quantitative Skills Assessment (15%) |
| | 3. Environmental Law Assessment (10%) |

| Exams (Week 11) | 1. Core Course Paper I |
|---|---|
| 65% Core Course Marks | 2. Core Course Paper II |

Sixty five percent of Core Course marks come from two closed book examinations which assess the learning from the modules on introduction to ecology, environmental pollution and control, environmental policy and management, environmental law, environmental economics, research methods and a half module on risk assessment. These exams are on two separate days and both papers are three hours in length. Students are required in each exam to answer three out of a choice of questions based on the teaching matter of the first term.

The remainder consists of an open-book environmental law examination (10%), a quantitative skills assessment (10%), and a small group seminar assignment (15%). The latter assess the ability of the students to examine critically particular environmental problems, working as teams in small groups and to come to an agreed conclusion.

Successful completion of this part of the course depends on the student being awarded a grade of at least 50% for the Core Course overall.

Term 2 - Specialist Option
30% weighting of MSc award

Each Specialist Option sets coursework assignments which are completed in Term 2 and all students sit one Specialist Option Exam (three hours in length) in Week 11. The ratio of marks given to coursework and exams is the same for each option: 50% for coursework & 50 for the exam.

The options are assessed in the following ways:
- Environmental Resource Management: 3-hour closed book exam (50%), modelling project (20%), short essay (10%), mini-project (20%);
- Business and the Environment: 3-hour open book exam (50%), business planning exercise (25%), company case study exercise (25%);
- Energy Policy: 3-hour closed book exam (50%), technology seminars/essay (10%), and policy project (40%);
- Environmental Analysis and Assessment (EAA): 3-hour closed book exam (50%), two assessed coursework projects: the Waste Management Project (25%) and Hounslow Heath project report (25%).
- Environmental Economics and Policy: 3 hour closed book exam (50%), one group project (50%);

- Global Environmental Change and Policy: 4-hour open-book exam (50%), panel group exercise (40%), and negotiation (10%);
- Health and the Global Environment: 3-hour closed book exam (50%), two assessed coursework projects: the HGE casework studies (25%) and Hounslow Heath project report (25%)
- Pollution Management: 3-hour closed book exam (50%), two assessed coursework projects: the Waste Management Project (25%) and the group case-work pollution study (25%);
- Water Management: 3-hour closed book exam (50%), Anglian Water project (25%) and Hounslow Heath project report (25%).

The use of practical, group-work or case-study related coursework and its assessment and associated examinations provide a very effective learning opportunity with multiple additional benefits. Students working in teams are required to submit verbal and written individual and/or group reports for different coursework case studies depending on the Option they study. The case studies are designed to provide graduates with the skills to enter a wide range of environmental careers, with particular emphasis on environmental sustainability, and their assessment has been designed to be part of the learning process.

Successful completion of this part of the course depends on the student being awarded a grade of at least 50% for the Specialist Option overall.

Term 3 - Research Project
40% weighting of MSc Award

Each student carries out an individual five-month research project often based on the Specialist Option studied in Term 2. The length of this project is 10,000 - 20,000 words (depending on the nature of the project). In addition to the dissertation, each student must submit an executive summary of the dissertation (accounts for 5% of the project mark) by the end of the academic year (end September). If of an acceptable quality, the summary may be made available online (course website).

Training in research techniques is integrated across the core course and options, culminating in a two week course on social sciences techniques at the start of the project period. All of this is utilised in a project proposal which is formally assessed in pass or fail terms (with resubmission of fails). At the start of the project all students give short presentations in small groups and in July/August are subjected to a formal internal viva, whose outcome is recorded and can be used in any later moderation of project marks. The project reports are marked by the supervisor(s) and a second examiner (usually the option convenor) on the following basis: application and initiative (10%); introduction and problem definition (15%); methodology, analysis and discussion (45%); conclusions and recommendations (15%); structure and presentation (10%) and executive summary (5%).

Successful completion of this part of the course depends on the student being awarded an overall grade of at least 50% for the Research Project.

All examinations required must be taken, and failure to do so other than on grounds of illness or the death of a near relative can result in students being failed in the examinations as a whole and therefore required to re-sit all elements in the following academic year. If students are ill at the time of an examination, a medical certificate must be supplied within 7 days and any examinations missed on account of illness cannot necessarily be taken until the following academic year. If possible, a Core Course exam resit will only be offered in the week before the Project term and an Option Exam resit within the last week of August and only for those who have met the conditions above. Students are informed that any request for deferral of an element of the examinations, if it is supported by the Course Director, must be first approved by the appropriate College committee and that approval is only agreed in truly exceptional circumstances.

Similarly, the rules for late submission and excessive length of assignments and MSc thesis are in accordance with College guidelines, i.e. up to 10% may be deducted for excessive length beyond the stated word limit of 2,000 (in the case of Seminar essays). College rules are that a zero mark (0%) is given for late submission. If, in *exceptional* circumstances, students are unable to meet a particular deadline, students are advised to discuss this in advance with the member of staff concerned. **Exceptional circumstances are only those beyond your control**, normally illness or bereavement. The final Examination Board, involving internal and external examiners, takes place in mid- November.

For further information you can download the Programme Specification at:
http://www3.imperial.ac.uk/environmentalpolicy/teaching/msc/course_description

## Plagiarism

You are reminded that all work submitted as part of the requirements for any examination of Imperial College London must be expressed in your own words and incorporate your own ideas and judgments.

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in the coursework, essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form.

Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgments, you must refer to that person in your text, and include the work referred to in your bibliography.

Failure to observe these rules may result in an allegation of cheating and you could be subject to formal College disciplinary procedures, which may result in zero marks for the assessed work and even potential failure of the course. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You will be given full guidance on proper referencing by the library.

The CEP plagiarism procedure is available on Blackboard College policy on plagiarism and disciplinary procedures at:
http://www3.imperial.ac.uk/studenthandbook/advice/plagiarism/

Copies of the last three years' Core Course examination papers can be found on Blackboard.

# MSc Environmental Technology Examiners' Marking Scheme

**A  Distinction**    **70 - 100%  First class piece of work showing a thorough grasp of the subject, and ability to synthesize and criticize, and critical use of supplementary reading.**

.

   **90 – 100%**    Outstanding – making an original contribution, by questioning or challenging prevailing paradigms, offering new insights that are informed by critical evaluation of current research/practice, clearly demonstrating innovative/creative thinking.

   **80 – 89%**    Excellent throughout, demonstrating a detailed knowledge and systematic understanding of key aspects of the subject, with strong evidence of independent thinking and original insights to the subject.

   **70 – 79%**    Showing a thorough grasp of the subject, and ability to synthesize and criticize, with critical use of supplementary reading, occasionally falling below a general level of excellence (i.e. original insights and innovative thinking).

**B Merit**    **65 - 69%**    A very good grasp of the subject and evidence of ability to synthesize and criticize including use of supplementary reading, but falling short of excellence in one or more of these aspects.

   **60 - 64%**    A good grasp of the subject and some evidence of ability to synthesize and criticize.

**C Pass**    **55 - 59%**    Satisfactory, with a good grasp of the relevant concepts and facts, but little evidence of the ability to both synthesize and evaluate, or with marked lapses.

   **50 - 54%**    Satisfactory, with a reasonable grasp of the relevant concepts and facts, but little evidence of the ability to synthesize and or evaluate, or with significant lapses.

**F Fail**  Below 50%    **40 - 49%**    Inadequate knowledge at Masters level, presenting less than 50% of the expected material (according to the model answer), and showing only a limited grasp of the basic concepts, with poor appreciation of the wider subject and little of evidence of synthesis or evaluation.

   **35%**    Shows confused understanding of the question and presents less than 40% of the expected material (according to the model answer), in a context relevant to the question.

   25%    Too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the question, and presents less than a quarter of the expected material (according to the model answer) in a context relevant to the question.

   15%    Answer presents only two or three sentences or facts that are correct and relevant to the question.

   5%    Answer includes at most one sentence or fact that is correct and relevant to the question.

   0%    Answer contains nothing that is correct and relevant to the question.

# 12. Guidelines for Referencing

Cite all references, with the name of the author(s) and year of publication, in the text (Harvard style referencing). More than two authors are quoted as first author *et al* followed by the date. Collect all references together at the end of the report and list alphabetically in standard form. The **Harvard system** is the most commonly used form in the natural sciences, but the **APA system** is also used widely. You may also come across a number of variations to these. Examples of Harvard and APA are given below:

| Harvard System | APA* System |
|---|---|
| Anderson, J and Poole, M (1993) *Thesis and Assignment Writing*, 2nd ed, John Wiley and Sons, Brisbane | Anderson, J., & Poole, M. (1993). *Thesis and assignment writing* (2nd ed.). Brisbane: John Wiley & Sons. |
| van der Vorst, R, Grafé-Buckens, A and Sheate, W R (1999) A Systemic Framework for Environmental Decision-Making. *Journal of Environmental Assessment Policy and Management*, **1** (1), 1-26. | van der Vorst, R., Grafé-Buckens, A., & Sheate, W. R. (1999). A systemic framework for environmental decision-making. *Journal of Environmental Assessment Policy and Management*, 1 (1), 1-26. |
| no punctuation after initials or date | full stops after initials and dates; for multiple authors, comma separates authors |
| names joined by *and* | names joined by *&* |
| book and journal names in title case | book names in sentence case <br> journal names in title case |
| Commas separate publishing elements | full stop after title or edition <br> colon after place of publication |
| Edition without brackets or punctuation | Edition with brackets and full stops |
| Publisher followed by place of publication | Place of publication followed by publisher |

(* American Psychological Association)

Please note that there are many variations of the Harvard style (APA is just one of these, e.g. in terms of use of punctuation etc); the important thing is that you are consistent in the style you use throughout your essays or thesis. **List only the references you cite in the text.** Any references not seen in the original should be marked with an asterisk (*). If only seen as a translation, follow references with "English translation".

Websites should be referenced as other references (by author or organisation), except that in the final reference list the full URL should be quoted, the authority or organisation concerned, and the date at which it was accessed (since websites may change and may not be able to be accessed subsequently). You should avoid relying too heavily on websites alone – try to reinforce your referencing with sufficient academic literature. Journals accessed electronically are still journals and quoted as normal. Further guidance will be given in training sessions organised by the library in the first weeks of the Core Course. **You must attend these sessions as you will be required to reference correctly for all essays, reports and your dissertation.** As full guidance on referencing is provided **you will be penalised for incorrect referencing** in seminar essays.

# 13.  Careers

Graduates of the MSc in Environmental Technology are excellently placed to gain employment in a wide range of organizations dealing with natural resources, conservation and international development. Over 85% of graduates gain employment in the environmental field within months of graduating. Employment is diverse with consulting companies, government, and non-governmental organizations attracting similar shares of graduates.

In order to support you with the process of preparing for job applications and career prospects, you have access to the College Careers Service, located on Level 5 of the Sherfield Building.  It has a Careers Library and five Careers Advisers who are available by appointment to talk to you about career possibilities. **Jason Yarrow** is the Deputy Director of the Careers Service with special responsibility for the Centre for Environmental Policy and the MSc course in particular. He will be introducing the service to you on Tuesday 6th October in the **TS1** session.  He will be making himself available for CV clinic appoints in Prince's Gardens during November and December of the Autumn Term – you will be able to sign up on JobsLive, the Careers Service's online system for booking events and appointments, searching for jobs and employers (on the Careers Service website) during the Core Course. At other times you can make an appointment to see an advisor, or you can visit the Careers Service or call Ext 48024, weekdays between 10.00 and 17.15 hrs. See the Careers Service website at http://www.imperial.ac.uk/careers where you can book appointments online through **Jobs Live**.  The Careers Service offers CV advice, mock interviews for job applications and access to a wide range of materials and resources.  Do make use of them throughout the year.

**Dr Bill Sheate** is the **Director of Careers** for the MSc Course (and Departmental Careers Advisor).  Both he and Jason Yarrow will give presentations to you during the Option/Summer terms on careers.   Bill can also be contacted to arrange an appointment to discuss more specific issues not otherwise available from the Careers Service, e.g. the challenge of changing career into the environmental sector for more mature students, etc.   Bill has particular experience of the voluntary/NGO sector and the private/SME consultancy sector.  There is a specific **Careers** page on **Blackboard** where seminars and events are posted.

The Careers Service also organises careers talks and workshops throughout the Autumn and Spring Terms both on general topics, such as interviewing techniques and filling out application forms, and specific aspects, such as careers in particular industries. They also have an Internships and Placement officer who will also be offering appointments in Prince's Gardens. Bill and Jason also organise specific MSc Careers events, including sessions/workshops on Environmental Careers, Advice for Career Changers, Environmental Consultancy, Careers 'Speed Dating' (with employers), and an end of year Careers Clinic.  A tailored Careers Handbook for MSc Environmental Technology is available on Blackboard along with other specialist careers advice.

CEP alumni have access to the College Careers Service for three years after graduating and CEPalumni are able to access the CEP jobs list and email network

for a lifetime (!) through our fantastic international alumni network. Bill is happy to see past alumni if they need any careers advice later in life.

Every year companies visit Imperial College to interview prospective employees - details will be sent to you by the Careers Service or will be available on their website.   Also listed are companies which are giving recruitment presentations both at the College and on their own premises. These presentations begin early in the Autumn Term, although these tend to be geared more for undergraduates.  It is worth checking through the listings to see if there are any companies to which you may be interested in applying.  For the presentation programme and other information visit the Careers Service Website at:
http://www3.imperial.ac.uk/careers

# 14.  Information and Ground Rules

This section outlines some basic do's and don'ts, which are mostly common sense.  We want CEP to be an informal and friendly place, without long sets of rules, but would ask you to take note of the following points so that everyone can continue to enjoy the Centre's facilities in the most pleasant and productive way.

**Fire doors - please make sure that all fire doors are always shut after you - do not wedge them open.**

## Maintenance

Please try to look after the tables and chairs and other furniture.  If these are damaged, or breakages occur, please inform Diana or Shane in the Postgraduate Office as soon as possible so that we can put matters right.  It is also helpful if you let us know of any other maintenance problems in Mechanical Engineering as a whole - for example, lights that don't work properly, windows that don't shut.

## Use of Imperial College Notepaper

Students are not allowed to use Imperial College notepaper or envelopes for their own correspondence.  Students should consult the Director, Administrator or Option Convenor before approaching outside organisations in writing - when doing so, the Postgraduate Office can provide you with a letter confirming that you are an MSc student studying in the Centre.

## Stationery, printing and photocopying

All students must provide their own stationery and writing materials.  CEP provides computer paper, as necessary, for students to carry out the computing part of their course work.  All paper needed during the production of the MSc project thesis must be provided by the students.

**All printing and photocopying must be paid for by the individual student**.  In College this is done by charging money to your swipe card, which then allows you to print or photocopy anywhere in College, e.g. CEP's computing suite or Central Library.  During the Core Course **only**, the Centre will charge your card with **up to £20** for you to spend on photocopying/printing of Core Course materials during the Autumn Term.  During the Core Course all slides and supporting written material will be provided on Blackboard where you can access it online and use as a resource as you would the library.  It is up to you how much if any of it you choose to print.  As an environmental department, this helps us to minimise wastage (of handouts not collected or discarded) and minimises the amount of photocopying more generally and therefore the amount of paper and toner used.  It also encourages you to be selective about what material is really essential to have as hard copy, and encourages you to develop your note taking skills.

## Communication with the Press

Any letter to the press written by students must have the student's home address on the letter, <u>not</u> the CEP address. If the student is writing on a clearly student-related matter, they should see the Student Union, as they may be able to use Student Union notepaper. On no account is Imperial College notepaper to be used to express personal opinions.

## Common Room

Please keep the Common Room tidy and always do your washing up. Please throw away rubbish in the bins provided. There is a coffee shop in Ethos gym next door and a coffee machine in the shop over the road. Additionally, students often set up a tea and coffee kitty. 10p is put in the kitty every time you have a cup of tea or coffee and this money is used to replace tea, coffee, sugar and milk when it runs out. It is your responsibility to buy supplies.

## ATTENDANCE MONITORING

UK Government legislation requires CEP to monitor the attendance of overseas students, and report on any absences that are not in accordance with visa conditions. Furthermore, light touch attendance monitoring is widely considered good practice in course administration. Frequent or prolonged absences are often an indicator of developing pastoral issues. For this reason our attendance monitoring system applies to all students regardless of background.

Attendance at the expected contacts set out below will be monitored. Where contacts take the form of course work, submissions must be made within 3 working days of the deadline, allowing for any authorised extensions. Where absences have been agreed in advance, or where they are due to certificated illness they will not count as a missed contact.

Information on attendance will be kept confidential to key MSc staff members, and not further distributed except as set out below.

**Action on consecutive missed contacts**

- If 3 consecutive expected contacts have been missed, the Senior Tutor will contact the student's personal tutor, and write informally to the student.

- Where 5 consecutive expected contacts have been missed the Senior Tutor will write formally to the student explaining that continuing absences will be reported to Registry.

- When 10 consecutive expected contacts have been missed, Registry will be notified immediately, and the student informed. Where visa conditions have been breached, this information must by law be passed to the UK Borders Agency. There can be no discretion in this matter

**Schedule of expected contacts**

*Core Course*
- Registration
- First access of blackboard system
- Attendance at all small group seminar sessions
- Seminar essay submission
- Statistics test submission
- Law test Attendance
- Core course second exam attendance.

*Option Term*
- 8 contacts over the course of the option. Please ask your convenor for details, as they vary by option

*Thesis Term*
- Attendance at project review
- Submission of thesis proposal
- Scheduled meetings with supervisors
- Attendance at project t viva
- Thesis submission
- Executive summary submission

## Illness, Emergencies and Absence

**Please notify the CEP Teaching Office if you are unable to attend classes as a result of illness or other severe emergency**. This is a College requirement if you are away for over three days. If your absence is due to illness and lasts for more than six days, a medical certificate must be brought to the Postgraduate Office.

In the event of suspected swine flu or any similar highly contagious disease DO NOT come to College, but notify the Teaching Office. All lecture and supporting material is made available on Blackboard so you can easily catch up lectures that may have been missed. See the College Alerts website at http://www3.imperial.ac.uk/alerts for more guidance.

**Examinations should not be missed** unless you are genuinely too ill to come into College or have a severe, unexpected personal emergency (such as the death of a close family member) on or immediately prior to the day of the exam. **In these circumstances please notify the both Teaching Office and your personal tutor by telephone and email before the start of the examination.**

**In all cases evidence supporting your absence from an examination must be provided without delay.** If you are unable to provide supporting evidence you will receive a zero mark, and may not be granted an opportunity to re-take the examination.

**If you are too ill to take an examination, you must obtain a medical certificate supporting your case and dated on the day of the examination.** The Imperial College Health Centre can provide a suitable certificate. Call (020 7584 6301 or 020 7594 9375/6) as soon as they open (usually 0800) on the day of examination and explain your situation. A similar certificate from your General Practitioner will do equally well.

**If a prolonged illness or personal emergency prevents you from meeting course work submission deadline**, it is possible to _apply_ for an extension as follows:

- **Core Course**: Apply to the person setting the assignment, <u>with a copy to the Teaching Office</u> and the Director of the Core Course (Dr Bill Sheate) using the Extenuating Circumstances form available on Blackboard.
- **Option Term**: Apply to your option convenor, <u>with a copy to the teaching office</u>, again using the Extenuating Circumstances form available on Blackboard.
- **Thesis Term**: Apply to Dr Rob Gross (Project Term Director) **via your supervisor.** Use the Extenuating Circumstances form available on Blackboard.

More details on these and other regulations can be found in the Freshers' Handbook.

## Bicycles

Bicycles are **not** allowed in the building and must not be chained to the railings. The bicycle parking facilities are located in the Faculty Building. Access, which is from the Queen's Tower Car Park, is controlled both on entry and exit by 'swipe card' and monitored by CCTV. All those using the store must therefore get their cards authorised in advance by contacting Security, using the form provided on that Department's website at:

http://www3.imperial.ac.uk/estatesfacilities/reportrequest/onlineforms/cyclepark

The completed form should be forwarded to Security as instructed on the website. The bicycle description details on the form are needed to meet the requirements of insurers. Any change of bicycle should also be reported using the same form.

Bicycle owners are advised that spot checks will be carried out to ensure the proper use and security of the facility.

Finally, members of the College are reminded that, for health and safety and fire safety reasons and to avoid inconvenience to others, it is already College policy that cycles, apart from those specifically designed to fold compactly, are not permitted inside any building, with the exception of the Faculty Building cycle store.

## Security

All students will be issued with a College Identity Card shortly after Registration. This is a necessary feature of your life in College as it acts as your Students' Union membership card, allowing you access to all the sports and union facilities, as well as a security pass allowing you access to appropriate parts of the College and a Library Card. Any loss must be reported to Security.

You will need your ID card to enter and leave the Princes Gardens after office hours. The main security lock goes on at 23.00 hrs before which you should have left the building, otherwise you will be locked in.

Please be particularly vigilant about your own security and that of your belongings. Please remember to keep any valuables locked up and never leave your belongings unattended.

There are locker facilities in the department for your use, which is why we have asked you to bring your own padlock.

The Security Office is situated in Room 150 Sherfield Building, Ext 48915.

## Internal and External Mail

The College Security Officers deliver and collect internal mail twice a day. The student pigeonholes are located inside of the Common Room and mail is sorted alphabetically. Incoming external mail can be addressed 14 Princes Gardens during your time here. Outgoing mail to the College (including Silwood Park) should be put in the pigeonhole marked 'Internal Post (Outgoing)' in the "Internal Mail Only" tray in the Department's Postroom. Outgoing external mail should be taken direct to the Post Office at 118 Gloucester Road, South Kensington, which is open Monday to Saturday from 09.00-18.30.

## Smoking

Smoking is prohibited by law in all public buildings, which includes the Prince's Gardens and any other building on campus. Please do not smoke directly outside the building. Prince's Gardens opposite 13, 14 and 15 PG is a nice spot for smoking.

## Office Opening Hours

| | |
|---|---|
| Monday, Tues and Thurs and Fri hrs | 09.00 – 12.30 pm and 1.30 pm - 17.00 |
| Wed | 09.00 – 12.00 hrs |

## Photocopying/printing

There is a printer/photocopier in the Common Room for student use, using your swipe card. Any fault should be reported to the Teaching Office. Additionally, there is a photocopy service by Service Point, located off the Walkway on the

main campus and photocopiers and printers are available in the library.

## Computing

Computers for student use are available in the basement of Prince's Gardens. The department is serviced by ICT IT.  Any technical difficulties can be resolved by contacting ICT Helpdesk: ICT helpdesk@imperial.ac.uk , tel. extension 49000.

**Activating your Imperial College account for the first time September 2015**

Welcome to Imperial College London.  As a new member of College you will automatically be provided with a College username and email address. These enable you to do the following things, for example:

- send and receive e-mails
- log-on to the College network and Virtual Learning Environment e.g. (Blackboard)
- access electronic information services provided by the Library

There are three ways that you can activate your College username and email address and set up a password.

- **You are staying in a Hall of Residence**:
  You should follow the instructions supplied to open your browser and browse to an external webpage (e.g. www.google.co.uk).  When you have done this you will be redirected to the College registration pages which have a link to https://www.imperial.ac.uk/ict/activateaccount

  You can purchase a network cable from the Student Union Shop or from a supplier such as PC World on Kensington High Street.

  *Students in Orient and Piccadilly Halls should find connection instructions in Hall Welcome Pack on arrival or ask their wardening team for further information.

- **You are not staying in a Hall of Residence:**
  If you are not in a Hall of Residence and this is your first day in College you can go to your departmental Teaching cluster/computer room and do the following:
  Enter the username activate and then the password Activate! **(Note the Capital A and the ! at the end)**
  This will automatically take you to
  https://www.imperial.ac.uk/ict/activateaccount

- **From outside College**

Any problems with accessing electronic journals, books and databases service should be reported to the Library at https://imperial.service-now.com/library/.  More information about online Library resources can be found on the Library website at

http://www.imperial.ac.uk/admin-services/library/

If you read this information for the first time at home or elsewhere away from College and you want to activate your College username and email address then just open your Internet browser and go to:

https://www.imperial.ac.uk/ict/activateaccount

Now please click the box accepting the Conditions of Use of IT Facilities at Imperial College. This is mandatory and you will not be able to proceed unless you do this. Having accepted the College terms and conditions, you will be asked for your full name, your date of birth and your College identifier (CID). This can be found on most official correspondence from College or on your College security card. Read the instructions on how to choose a strong password which satisfies the College password requirements and then enter a password twice.

When you have completed the form please click on the Activate My Account button. If the details you have entered are correct your College computer account should be activated within a few seconds and your College username and email address will be displayed. Please write these down so you do not forget them.

If you have made a late entry to College or there have been problems with your College registration then it may take a few days before your College computer account can be set up. Please the above again a day or so later before reporting a problem.

If you have problems with activating your account, please contact the ICT service desk on Level 4 of the Sherfield Building, South Kensington Campus or your local campus Service Desk, locations and opening times can be found at http://www.imperial.ac.uk/ict/servicedesk/locationsandopeningtimes

The South Kensington Service Desk telephone number is 02075949000 and it is open 08.30 - 18.00 Monday to Friday.
You can also email service.desk@imperial.ac.uk giving your name and CID, a short description of the problem and they will get back to you as soon as possible.
Any problems with accessing electronic journals, books and databases or with the Athens access service should be reported to the Central Library Help Desk library@imperial.ac.uk. More information about Electronic Library Services can be found on the Library website at http://www.imperial.ac.uk/library/digitallibrary

## Eating and drinking

There is Eastside bar and diner opposite the department, on the left in Princes Gardens as well as a small grocery shop. In Ethos, the gym, there is a small café area. On campus, immediately over Exhibition Road, there is the College Cafe next to the Business School, serving sandwiches, snacks and drinks.

Elsewhere on campus, there is the Junior Common Room (JCR) in the Sherfield Building, which has a hot food bar, serving breakfast from 08.30 and lunch specials. Next door is the 'QT' snack bar, open 08.30-17.30, Monday-Friday. 'The Senior Common Room' in the Main Dining Hall is on level 1 of the Sherfield

Building and offers lunch from 12.00.   The Main Library, on the Ground Floor, serves hot and cold food all day.  A range of snacks and sandwiches is available in the ground floor cafe of the Biomedical Sciences Building.  There are also a couple of pubs nearby: the Queen's Head and the Bricklayer's Arms.  There is the 'Eastside' bar in Prince's Gardens, which also serves food.  And there is a shop next door to it.

## Imperial College Union

The Union Bar is in the east corner of Beit Quad.  Da Vinci's, another bar, serves hot and cold meals at lunchtime and during the evening.  On the left of the main entrance of the union building is 'dB's', which is used as a lounge and catering area during the day and as an entertainment venue at night.  It houses a giant video screen and a baguette bar, open between 10.00-14.00.  The Union Shop and Newsagent are on the Main Walkway.

## English Classes for Overseas Students

The **Centre for Academic English** (CfAE) offers English courses and workshops free of charge to students and academic staff of Imperial College. A broad range of English workshops for Master's students begin in early October; all other courses start in mid-late October and are either four or eight weeks long in duration. Courses and workshops are offered during each of the autumn, spring and summer terms. The majority of English classes are held at various times in the CfAE classrooms on Level 3 of the Sherfield Building, South Kensington Campus; English workshops take place on Wednesday afternoons in lecture theatres across the campus.  Overseas students are encouraged to make full use of these opportunities to improve your written and spoken English, which will help you get the most out of the course and of your time at Imperial.

Imperial College London international Master's students can register for any of the following via the CfAE website:

- **A wide range of English workshops specifically designed for Master's students**
- **Writing Mechanics Workshops**
- **Listening & Speaking courses**
- **1:1 consultations with an English tutor** (to discuss a specific piece of writing or upcoming presentation)
- **Cambridge English: Advanced (CAE) 18-week course** (course fee and entry test applies)

For further information and to book workshops, courses or 1:1 consultations, please visit the CfAE website at:

www.imperial.ac.uk/academic-english

# 15. Library Facilities at Imperial

## (TS2) Using Library resources for your research

Your librarian is **Katharine Thompson** who is available to answer all your questions by email, phone or personal appointment. Katharine will also provide training sessions during the year to help you get the most from the resources and services the library has to offer.

Contact details for Katharine and other library staff can be found at http://www.imperial.ac.uk/admin-services/library/subject-support/environment/

The Central Library is next to the Queen's Lawn and is open 24 hours a day. You are automatically registered with the library and your College ID card is your library card - use it to swipe into the library, borrow books and operate our printer-copiers.

You may borrow up to 40 books in total and these will automatically be renewed for up to one year, providing they are not requested by another user. You'll receive a regular email from the library detailing all the items you have on loan to help you keep track.

Use Library Search http://www.imperial.ac.uk/library/search to find books, e-books, journal articles, theses and conference papers, manage your library account and save lists of useful items.

The library has a range of different study zones; each floor is designated as either group, quiet or silent study to help everyone find their own preferred work space. Our library attendants regularly patrol all floors and will be pleased to help maintain the study environment.

There are PC clusters and printer-copiers on levels 1, 2 and 4. Wireless and extra power outlets are available if you wish to use your own device.

The library has an extensive collection of e-resources, including journals, books and specialist databases. Most of our e-resources can be accessed off-site, allowing you to work from home or from another location.

Lots more information about the library and the services it offers can be found on the website: http://www.imperial.ac.uk/admin-services/library/

Additional information will be posted on the Core Course Blackboard site.

**Central Library opening hours**
Term Time: Open 24 hours, except Fridays when it closes at 23.00 and reopens on Saturdays at 10.00.
Vacations: Opening hours are reduced during the vacations. Please visit the library website for details.

# The Graduate School
## Welcome from Professor Sue Gibson, Director of the Graduate School



The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events.  Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master's students are called "Masterclasses" and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters/masterclassprogramme). All Masterclasses are free of charge to Imperial Master's students and I would encourage you to take as many as you can to supplement your academic training.  The Graduate School works closely with the Graduate Students' Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.  Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the 3 minute thesis competition.  You should regularly check the Graduate School's website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Sue Gibson

**Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development**

I would like to welcome you to the graduate school courses for postgraduate professional development. The team of tutors here come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers. We are continually working to develop and innovate the courses we offer and over this year you will see many new offerings both face to face and online. I encourage you to explore and engage with the diverse range of opportunities on offer from the team at the graduate school and I wish you well in your studies.

*Janet De Wilde*

# Welcome from the Graduate Students' Union



Hello and welcome to Imperial. I'm Liucheng, the President of the Graduate Students' Union for the 2015/16 academic year.

The Graduate Students' Union (GSU) is the representative body within the Imperial College Union for the postgraduate community across all Imperial campuses. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. The GSU also ensures that postgraduates' social and recreational needs are met and holds a number of events during the year.

Postgraduate students at Imperial are at the forefront of the research done and the experience they have as a student should be the best. Therefore, at the GSU we ensure that this happens. The work we do focuses on the academic, welfare and social needs of postgraduates.

Whether you are an MSc, MRes or Doctoral Research student, you are automatically a member of the GSU. If you have any questions or would like to find out more please do not hesitate in getting in touch with me at: gsu.president@imperial.ac.uk, or visiting our website: https://union.ic.ac.uk/gsu.

Liucheng Guo

# 16. South Kensington Campus Map

Kensington Gore

Hyde Park

Royal Albert Hall

Queen's Gate

Prince's Gate

Prince's Gate Gardens

**2**
**1**
Beit Quad

Prince Consort Road

Ethos Sports Centre  **3**  **4**  **5**

Prince's Gardens (North Side)

Blackett  **7**  **8**  **9**  **10**  Royal School of Mines  **12**
**6**
Roderic Hill
Bone
**11**
Bessemer
Business School  **17**
**35** **18**  Prince's Gardens  **19**
**13**  **14**  ACEX  **16**  **36**
Huxley  **15**  Electrical Engineering

**20** Sherfield  **21**  **22** Faculty
**23**

**25**  **26**  **27**  **28**
Queen's Lawn  Skempton  City and Guilds Building  **29** Southside
**24**  Library  Prince's Gardens (Watts Way)

Imperial College Road

Exhibition Road

50 metres  N

**30**  **32** Chemistry  **33** Chemistry RCS1
**31**  Sir Alexander Fleming  **34**
Frankland Road

South Kensington

## 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

Cromwell Road

Thurloe Place

Thurloe Street

| 1 | Beit Quadrangle | 12 | Goldsmiths Building | 21 | Grantham Institute – Climate Change and the Environment | 30 | Sir Ernst Chain Building - Wolfson Laboratories |
| 2 | Imperial College Union | 13 | Huxley Building | | | 31 | Flowers Building |
| 3 | Ethos Sports Centre | 14 | ACE Extension | 22 | Faculty Building | 32 | Chemistry Building |
| 4 | Prince's Gdns, North Side | 15 | William Penney Laboratory | 23 | 58 Prince's Gate | 33 | Sir Alexander Fleming Building |
| 5 | Weeks Hall | 16 | Electrical Engineering | 24 | 170 Queen's Gate | | |
| 6 | Blackett Laboratory | 17 | Business School | 25 | Central Library | 34 | Chemistry RCS1 |
| 7 | Roderic Hill Building | 18 | 53 Prince's Gate | 26 | Queen's Tower | 35 | 52 Prince's Gate |
| 8 | Bone Building | 19 | Eastside | 27 | Skempton Building | 36 | Alumni Visitor Centre |
| 9 | Royal School of Mines | 20 | Sherfield Building Student Hub Conference Office | 28 | City and Guilds Building | | |
| 10 | Aston Webb | | | 29 | Southside | | |
| 11 | Bessemer Building | | | | | | |