

# IMPERIAL

Faculty of Natural Sciences

Department of Mathematics



Student Handbook  
2024–25

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## Welcome to Imperial

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

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

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

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

## Our Principles

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

### **Imperial will provide through its staff:**

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

### **Imperial will provide students with:**

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

### **Imperial students should:**

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

### **The Imperial College Students' Union will:**

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

## Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial – this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The four deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk).

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

No matter what problems you have or opportunities you're looking for, we're here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)

[imperialcollegeunion.org](http://imperialcollegeunion.org)

## 1. Introduction to the Department

### Welcome from Director of Undergraduate Studies



Welcome to the Department of Mathematics at Imperial College London! This handbook contains general information and advice about your Mathematics programme and studying at Imperial. It is specific to your year of entry, and you should refer to it during your years here. Most of what the handbook contains can be found on the Maths Central pages of Blackboard Learn, the College's Virtual Learning Environment (VLE). More details about the Second, Third and Fourth Years will be available in the individual year guides. While these year guides undergo minor changes each year, the big picture should remain as described here. With so much new information to take in, it is natural that you will have questions. The staff of the department are happy to help you - whether the question is academic, welfare-related or administrative, support is always available to you, and we encourage you to ask questions. Even if we don't know the answer, we should be able to connect you to someone who does.

The Department has a very strong reputation, both nationally and internationally, for the high quality of its degrees and research. You are now part of that process – you will be interacting daily with researchers at the forefront of a wide range of mathematical disciplines, as well as with other good mathematicians of your age. To maintain the standard of the programme, it is necessary to set high standards for you to achieve.

Your programme is challenging and adjustment from school to university mathematics is not easy. Although many of the topics you meet in the First Year may be familiar, do not fall into the trap of thinking 'I already know this' and so failing to take on board new ideas. You need to develop a deeper insight into even the simplest concepts and should acquire a feel for rigorous mathematical argument. We will also require you to be able to perform basic mathematical tasks quickly and clearly, without formula sheets or calculators. Try to avoid leaving gaps in your knowledge – the Second and Third Year material requires a firm foundation. If, for example, you decide 'I can pass the First Year without understanding much about complex numbers', you will find some of the later modules very difficult indeed. In order to progress from one year to the next, it is necessary to pass all core modules.

Above all, you should enjoy mathematics: doing it yourself, learning about it from others and studying it with others. If you never come away from a lecture, problem class or tutorial thinking 'that's a really nice result', or 'that makes perfect sense – it all fits together beautifully', or being excited about having solved a problem or proved a result yourself, you will be missing out on a large part of the experience. All of the staff in the Department hope and trust you have a successful and rewarding time here.

Dr Chris Hallsworth



## Welcome from Undergraduate Student Representative



Hey everyone,

Welcome to the Math Department at Imperial! First off, huge congratulations on making it here! Whether it was through sheer genius, caffeine-fueled study sessions, or a bit of both, you did it! I hope you are looking forward to the state-of-the-art mathematics you are about to uncover this year. Trust me, you'll find yourself saying, 'That's actually really interesting!' even more times than you'd expect!

I'm David, your academic representative this year, and my job is to make sure your transition to college is as smooth as possible! You'll soon discover that our math department is one of the most distinguished and supportive departments in the world, so if you're feeling uncertain or experiencing some self-doubt, know that you belong here and will have a great experience! Whether you are into pure math research, applied math for finance, or just trying to figure out what math even is, there's a place for you here. And don't worry if you're not sure where you fit in yet—most of us are still trying to figure it out too! Also, make sure to talk to different people around you! Everyone here is new and may feel a bit shy, just like you. With so many people from different backgrounds, sometimes all it takes is one small conversation to spark a lasting friendship!

Beyond academics and the math department, there's a world of opportunities to explore at Imperial! With a weekly farmers market, a union bar offering affordable pints, and over 340 clubs and societies, there are plenty of ways to engage in social activities. While Imperial students are recognized for their academic excellence and dedication, we also understand the importance of maintaining a balanced life and having fun, as ultimately it also helps us stay even more productive when it's time to study.

So, buckle up for an awesome year ahead. You're about to tackle some cool problems, meet some amazing people, and create wonderful memories that will last a lifetime. Lastly, remember we have an entire team here to support you, so please don't hesitate to reach out if you need anything! I look forward to meeting you all soon!

David Ye  
Departmental Academic Representative 2024-25


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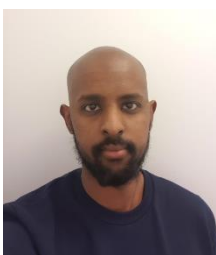
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## Departmental Information

### Maths Central & Departmental Notifications

All current programme information is available for students on the Blackboard Learn (the College's VLE) page 'Maths Central' (<https://bb.imperial.ac.uk>). Please contact the [Education Office](#) if you have any questions about 'Maths Central'.

Important year and programme announcements will be sent by email to students' Imperial email addresses. Please check this email account daily.

Notices may also be posted on Blackboard on Maths Central or individual module pages.

### Communication with the Department

Please use your official Imperial College email address for all communications around your programme with staff in the Department and College. If logging onto MS Teams for College related meetings, please ensure that you are logging on with your Imperial student email address.

It is important that you meet regularly with your Personal Tutor throughout the year. If you are unable to attend a scheduled meeting, it is important to contact your Personal Tutor to reschedule. Please contact the Student Liaison Officer you have any questions about the Personal Tutorial system.

### Attendance and absence


You must inform the Senior Tutor if you are absent from the university for more than three days during term. You can do this on the [Zinc Portal](#). If the absence is due to illness, you must produce a

medical certificate after seven consecutive days. If you miss an examination or the deadline for any other assessment (including lab work, in class tests and all forms of coursework or presentation) due to illness or other unforeseeable and unavoidable circumstance you must follow the Mitigating Circumstances Policy and Procedure. You can do this by submitting a Mitigating Circumstances claim via the [Zinc Portal](#).

Please note all claims for mitigation must be submitted within 10 working days of the examination or assessment deadline. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected. Please see the section on mitigation below.

The Registry will be informed of all student non-attendances as the university is obliged to report the non-attendance of students on Student Route visas to the Home Office.

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

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

You should email the Senior Tutor in advance if you are going to miss an assessed work deadline or test. They will be able to advise you on best course of action.

From time to time, you will be notified of information meetings, training sessions or other events where attendance is compulsory. You must not miss these important events without prior permission to do so. If you fail to attend assessments, appointments or compulsory meetings, you will be called in for a meeting by the Year Tutor/Senior Tutor. Success in the programme requires consistent engagement and attendance. Where there is a sustained failure to engage with the programme, a student may be asked to withdraw from the College. Attendance is normally recorded at: start of Year Meetings, Personal Tutor Meetings and Personal Tutor and Peer Tutorial sessions, tests and select coursework hand-ins, examinations and project supervisory meetings/presentations.

## Key dates 2024–25

### Term dates

Autumn term: 28 September 2024 – 13 December 2024

Spring term: 04 January 2025 - 21 March 2025

Summer term: 26 April 2025 – 27 June 2025

### Closure dates

Christmas/New Year: 23 December 2024 - 01 January 2025  
(Imperial reopens on 02 January 2025)

Easter Holiday: 17 April 2025 – 22 April 2025  
(Imperial reopens on 23 April 2025)

Early May Bank Holiday: 06 May 2025

Spring Bank Holiday: 26 May 2025

Summer Bank Holiday:

25 August 2025

Some students undertake an internship within a company during their vacations to develop skills, gain industrial insights, and earn money. You should only undertake an internship that starts after the formal end of term to ensure there is no clash with academic studies. In addition, if you hold a student visa, the type and amount of work that you can do is restricted. It is essential that you are aware of these restrictions so that you do not breach your student visa conditions.

Please visit the International Student Support webpage for further details and note that only undergraduate students can undertake an internship during the summer vacation.



[www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

## 2. Programme information

### The Purpose, Objectives and Relevance of the Undergraduate Degree Programme

#### What is Mathematics?

The general perception is that ‘mathematics is using numbers’. This is imprecise and incomplete. A better description might be that ‘mathematics is the science of patterns,’ although other important features are abstraction (looking at basic ideas and constructs) and precision of calculation and of argument.

The degree programmes within the Department of Mathematics have been structured in order to make the study of mathematics an enriching and enjoyable experience. The First Year is the same across all programmes. The Second Year contains a mixture of core and elective modules, and the lecture modules in the Third and Fourth are all electives. This allows you to acquire a solid knowledge of a broad range of topics years in Mathematics and gives you the flexibility to specialise according to your interests. In classifying your degree, marks from later years have more weight than marks from your First Year.

Learning needs to be ‘active’ rather than ‘passive’. **Mathematics is not a spectator sport.** The very lifeblood of mathematics is contained in doing problems and trying to prove results. This often involves trying to break down a difficult task into a sequence of more straightforward ones and some degree of experimentation with different approaches. Learning should be ‘deep’, involving strong understanding of the structure and interrelationship of knowledge, rather than ‘shallow’, where the emphasis is on pure memory work.

#### Learning Outcomes

The intended learning outcomes of the undergraduate degree programmes can be found in the individual programme specifications:

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

For example, for the G100 BSc in Mathematics, these are that on successful completion of the programme you should be able to:

- demonstrate an understanding of core material and more specialised areas by assimilating and applying a large body of complex, inter-related concepts;
- use logical mathematical argument and deductive reasoning, together with formal processes of mathematical proof and development of mathematical theories;
- take a structured mathematical-analytical approach to problem solving, recognising the importance of assumptions made and consequences of their violation;
- apply Mathematics as a language to describe and model a wide range of situations relevant to research or industry, choosing appropriate solution methods and interpreting results;
- solve open-ended problems and problems with well-defined solutions by formulating problems in precise terms, identify key issues and try different approaches in order to make progress;
- develop programming skills and practices to further mathematical understanding and solve mathematical problems;

- communicate mathematical understanding concisely and appropriately in varied situations and to diverse audiences;
- manage and evaluate your learning, making appropriate choices for your self-development and use appropriate support and resources;
- work and plan effectively, both individually and as part of a team, making use of appropriate investigative methods.

The intended learning outcomes for intermediate years and for the MSci are also set out in the respective programme specifications.

The College has extensive Qualitative Assurance procedures concerning the content, delivery and assessment of programmes. Programme Specifications for the BSc/MSci degree programmes detailed here have been constructed in accord with the Quality Assurance Agency Subject Benchmarking for Mathematics, Statistics and Operational Research.

Further information about quality assurance can be viewed online at:

<https://www.imperial.ac.uk/about/governance/academic-governance/senatesubcommittees/>

### Undergraduate Degree Programmes

Degrees on Offer	BSc 3 Year	MSci 4 Year
Mathematics	G100	G103
Mathematics with Mathematical Computation	G102	-
Mathematics (Pure Mathematics)	G125	-
Mathematics with Applied Mathematics/Mathematical Physics	G1F3	-
Mathematics with Statistics	G1G3	-
Mathematics with Statistics for Finance	G1GH	-
Mathematics with a Year Abroad (Includes study abroad year at a partner institute in Europe/North America)	-	G104

The Department offers six BSc Honours degrees and two MSci Honours degrees. The first two years of the BSc and MSci degrees are essentially the same so there is some opportunity for transfer between these degrees.

The First Year, and most of the Second Year, course of study is similar in all the degree programmes, except that some of the electives are compulsory in select specialist programmes. The overall programme design is such that the modules, from which individual choices are expected to be made in the later Third (and possibly Fourth) Year of study, mainly fall into the various subject groups: Pure Mathematics, Applied Mathematics, Mathematical Physics, Numerical Analysis, Statistics and Mathematical Methods. Students may choose freely from the overall set of modules available to them (subject to Departmental approval). There is considerable flexibility so that individual students may remain broad in their interest or become more specialised. A final choice of degree registration among G100, G102, G125, G1F3, G1G3 and G1GH is not necessary until the third year of studies, but



students need to be aware of the requirements of specific programmes when making choices in the first two years.

**Note:** Some modules are also attended by students on the Joint Mathematics and Computer Science degree.

All degrees are subject to the College Academic Regulations and can be viewed online at: <http://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

**BSc (Honours) Degrees:** Every graduating Honours student qualifies for a BSc G100 Mathematics degree. Alternatively, they may opt for a specialist degree – G102, G125, G1F3, G1G3 or G1GH. To qualify for the BSc specialist degrees, students will be required to take a certain number of modules from a specified subset of the full list of options. A student who does not satisfy the requirements for a specialist degree, but who does satisfy the overall requirements, will be awarded a BSc degree in G100 Mathematics. Exit awards for those not meeting progression or Honours requirements are available at the end of years 1, 2 or 3.

**Progression Requirements for three-year degrees** G100, G102, G125, G1F3, G1G3, and G1GH:

In order to progress to the next level of study, you must have passed all modules (equivalent to 60 ECTS) in the current level of study at first attempt, at resit or by an allowed (dependent on degree programme) compensated pass.

The overall weighted average for each year must be 40%, including where a module(s) has been compensated, in order for you to progress to the next year of the programme.

**MSci Degrees:** The MSci is an undergraduate 'Masters' degree with a final year at the level of a taught postgraduate MSc programme. On successful completion, a degree title on the lines of 'Master in Science (incorporating Bachelor's level study)' is awarded. The department offers two MSci degrees – G103 and G104.

Very occasionally, circumstances may require the Department to graduate an MSci student with a BSc.

**Progression Requirements for G103 and G104:**

**G103:** In order to progress to the next level of study, you must have passed all modules (equivalent to 60 ECTS) in the current level of study at first attempt, at resit or by a compensated pass. Additionally, the overall aggregate mark for the year, including where a module(s) has been compensated, must normally be at least as follows:

Year 1: 40 percent

Year 2: 60 percent

Year 3: 58 percent

A student who fails to meet the above threshold in Year 2 may remain on the G103 programme if they have a Year 2 aggregate mark of at least 58 percent. However, they will normally be required to achieve an aggregate mark of at least 60 percent in Year 3. A student who is not permitted to remain on G103 for year 3 will be transferred to a BSc degree.

**G104:** In order to progress to the next level of study, you must have passed all modules (equivalent to 60 ECTS) in the current level of study at first attempt, at resit or by a compensated pass. Additionally, the overall aggregate mark for the year, including where a module(s) has been compensated, must normally be at least as follows:

Year 1: 40 percent, Year 2: 60 percent

Satisfactory completion of a language requirement (Level 3 or above, as determined by the College's Centre of Languages, Culture and Communication) will normally be required for students spending their year abroad in a non-English speaking country. This will include in most cases, students being required to take and pass language modules at the College's Centre for Languages, Culture and Communication (or its equivalent elsewhere) in Years 1 and 2. Language modules taken do not count for degree classification and are instead for pass/fail credit.

A student who is not permitted to remain on G104 for Year 3 will be transferred to a BSc or MSci Mathematics degree.

**The full structure of our programmes and the rules for progression and graduation are set out in the Programme Specifications and the College's regulations for taught programmes of study.**

### **Degree Changes**

Students can change between three-year mathematics degree programmes or drop down from a four-year to a three-year programme by completing the Degree Change form and (if appropriate) ensuring that they comply with the requirements for any specialist coding module options. Please contact the Education Office with any queries.

Students wishing to transfer to the G103 programme after the first year must be able to comply with the Year 2 and 3 mark requirements.

Students may be able to transfer into G104 if they can satisfy the Department of their language skills (if wishing to go to a partner institution in Europe). Normally such transfers will be considered at the end of the first year of study. Students must also meet the normal G104 Year 2 mark requirements in addition to the language requirements. Selection for the Year Abroad at MIT takes place in the second term of the second year. Places are limited.

International students on a Tier-4/Student visa are advised to consult the International Student Support Office prior to making ANY degree change as you may be required to apply for a new visa.

To request a degree change, students must complete the Degree Change [form which can be found on Blackboard Maths Central](#).

### **English language requirement**

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

See the Admissions website for details:

 [www.imperial.ac.uk/study/ug/apply/requirements/english](http://www.imperial.ac.uk/study/ug/apply/requirements/english)

For information on English language support available while you're here, see the Centre for Academic English:

 <http://www.imperial.ac.uk/academic-english>

The Department of Mathematics offers extra English language classes to students who are identified as benefiting from extra language support through the English language test given at the beginning of Term 1. The English language classes are timetabled in addition to the Mathematics modules. Participation is compulsory. The classes are taught by staff from the Centre of Academic English. Good working knowledge of English is seen as vital to success on the programme.

## Programme Structure

The academic programme takes place over three terms – Term 1 (also known as Autumn Term), Term 2 (also known as Spring Term) and Term 3 (also known as Summer Term). The programme of study is broadly based so that students take a variety of core modules across different areas of mathematics in the first two years, building a strong foundation for more in-depth study.

## Learning and Teaching Delivery Methods

You will learn through a combination of lectures, problem classes, tutorials, computing lab classes, group work and self-study. Support for learning, in the form of tutorials and problem classes, is tapered. It is greater in the early stages of the programme, allowing students to develop into fully independent learners by the end of the programme.

## Lectures

Lecture notes or a suitable text will be available for all modules; you are expected to take your own notes in addition to these to support your learning and understanding. Where notes are available, they may be a condensed version of the notes you can take during lectures. Some lecturers may supply ‘gapped’ notes with some text printed and where you are expected to write in other parts during a lecture.

In-person lectures will usually be recorded using the Panopto system. This is useful for reviewing those parts of lectures which you may have found difficult, or for catching up on a lecture you have missed due to illness. **It should be not used as a substitute for attending lectures.**

## Problems Classes and Tutorials

In addition to lectures, most Year 1 and 2 modules are supported by timetabled classes/tutorials. The classes are usually delivered across a number of rooms where different activities may take place in each room. You will be expected to prepare for these classes by working on problem sheets produced by the lecturers. Activities in the classes can include: discussing questions from problem sheets or the lectures with the lecturer or teaching assistant, working in small groups on given or new questions, and engaging with presentations of solutions to select problems.

In Year 3, lecturers will include regular problem-solving sessions as part of their timetabled lectures.

## Tutorials

In terms 1 and 2 of Year 1, you will have regular tutorials with your personal tutor as part of a small group of around 5 other students. You will also have a ‘peer-tutorial’ with a higher-year undergraduate or MSc student. You need to prepare in advance for these tutorials and attendance is recorded.

Office hours/Question and Answer sessions and online forums are there to support your learning and provide an avenue for you to ask (and answer) questions on the module. You are encouraged to take an active part in all small group learning and other sessions to fully engage with the material.

## Independent learning

You will be expected to spend a substantial amount of time on independent study. This will include preparation for and working on material from lectures; working through problem sheets and other formative assignments either individually or in groups; other preparation for tutorials and problem-solving/ group learning classes; producing coursework for submission and assessment; preparation for examinations.

## Group Learning

You will have the opportunity to work in groups through peer-tutorials, problem-solving classes, projects and assessments. These opportunities will give you the chance to deepen your mathematical understanding and develop improved communications and team work skills. You are encouraged to work together on your lecture notes and unassessed problem sheet questions with other students outside formal sessions.

## Research Projects

In term 3 of Years 1 and 2, you will undertake a short research-oriented project. The Year 1 project is an individual project and for the Year 2 project, you will be in a group of around 5 students directed by a member of staff. In Year 3, if you are on a 3-year degree programme you may complete a 7.5 ECTS Research Project as one of your elective modules. If you continue to do the MSci, you will complete a substantial project in your final year, worth 15 ECTS.

## Overall Workload

Your overall workload consists of face-to-face sessions and independent learning. While your actual contact hours may vary according to the optional modules you choose to study, the following gives an indication of how much time you will need to allocate to different activities at each level of the programme. At Imperial, one ECTS credit is taken to equate to an expected total study time of 25 hours. Therefore, the indicative total study time is 1500 hours per year. As these are indicative study times, you may need to make adjustments to these suggested times to account for your individual learning style.

During Year 1 you will typically spend around 22 percent (330 hours) of your time in lectures, problem classes and tutorials. In Year 2 it will be around 20 percent (300 hours), and around 16 percent (240 hours) in Year 3. The remaining time is for self-study.

## First Year Programme

Students on all programmes study the modules indicated below.

If a module is designated as core it must be passed, if necessary after reassessment, in order to progress to the second year.

If a module is designated as compulsory or elective, examiners may decide to award a compensated pass if the module mark is no more than 10 percent below the pass mark. In Years 1 and 2, such compensation will normally only be applied after one reassessment attempt.

‘Weight’ is the weighting of the overall module mark in the year total.

MATH40008 – The Individual Research Project is a Pass/Fail module.

Students may also opt to take an Imperial Horizons module (see more information later in this Handbook) as an extra optional module. Horizons modules in Year 1 do not count towards the Honours Degree programme or marks.

Code	Title	Lectures/ Classes (Approx.)	Terms	Core/ Compulsory	Weight	ECTS
MATH40001	Introduction to University Mathematics	24 / 16	1 (wks 1- 4)	Core	0	5
General Overview	This module provides a transition towards the way you will be thinking about, and doing, Mathematics during your degree. It will stress the importance of precise definitions and rigorous proofs, but also discuss their relationship to more informal styles of reasoning which are often encountered in applications of Mathematics. Topics to be covered will include an introduction to abstract sets, functions and relations, common proof strategies, the naturals, rationales and reals, and elementary vector operations and geometry.					
Assessment	<p>Students receive formative feedback during problem-solving classes. Summative assessment will be based on:</p> <p>Group coursework, Week 2 30%</p> <p>Final Exam, Week 4 60%</p> <p>Portfolio of small quizzes and written c/w 10%</p> <p>As this is a fundamental module, students will be allowed several attempts at the final assessment, but the pass mark will be 50% rather than 40% for other modules. The module is pass/fail only: the mark does not contribute to the year total.</p>					
MATH40002	Analysis 1	40 / 14	1 (wks 5 - 11) + 2	Core	2	10
General Overview	Analysis I is a rigorous treatment of some basic concepts involving limits of real and complex numbers. It covers limits of sequences and series of real and complex numbers, the continuity and differentiability of functions, and limiting constructions leading to the integral of a single variable function.					
Assessment	<p>Students receive formative feedback during problem-solving classes and tutorials. Summative assessment will be based on:</p> <p>10% 1-hour exam (week 1, Term 2)</p> <p>10% 1-hour in-class test (week 6, Term 2)</p> <p>10% coursework portfolio which may comprise of any or some of the following: on-line quizzes, written coursework, group work, or other small assignments.</p> <p>70% 3-hour final exam (Term 3)</p>					
MATH40003	Linear Algebra and Groups	40 / 14	1 (wks 5 - 11) + 2	Core	2	10
General Overview	Linear Algebra is fundamental in Mathematics. In this module you will generalise what you already know about systems of linear equations and matrices and view them in the more abstract, and more geometric, framework of vector spaces and linear transformations. The module also introduces Group Theory, another fundamental topic in abstract algebra.					

Assessment	<p>Students receive formative feedback during problem-solving classes and tutorials.</p> <p>Summative assessment will be based on:</p> <p>10% 1-hour exam (week 1, Term 2)</p> <p>10% 1-hour in-class test (week 6, Term 2)</p> <p>10% coursework portfolio which may comprise of any or some of the following: on-line quizzes, written coursework, group work, or other small assignments.</p> <p>70% 3-hour final exam (Term 3)</p>					
MATH40004	Calculus and Applications	40 / 14	1 (wks 5 - 11) + 2	Core	2	10
General Overview	<p>This module introduces principles of applied mathematics. The goal is to provide you with a selection of mathematical tools and enable you to acquire the necessary skills to solve more complex problems in applied mathematics than you will have tackled previously.</p>					
Assessment	<p>Students receive formative feedback during problem-solving classes and tutorials.</p> <p>Summative assessment will be based on:</p> <p>15% 1-hour exam (week 1, Term 2)</p> <p>10% 1-hour in-class test (week 6, Term 2)</p> <p>5% coursework portfolio which may comprise of any or some of the following: on-line quizzes, written coursework, group work, or other small assignments.</p> <p>70% 3-hour final exam (Term 3)</p>					
MATH40005	Probability and Statistics	40 / 14	1 (wks 5 - 11) + 2	Core	2	10
General Overview	<p>This module offers an introduction to probability and statistics. The first term will focus on probability concepts, within an axiomatic framework. In the second term, there will be a strong emphasis on principles of modelling and data analysis. You will learn to use the formal language of probability to express ideas of uncertainty and variability. Using data sets from varied scientific contexts, you will fit and criticize statistical models with statistical packages such as R.</p>					
Assessment	<p>Students receive formative feedback during problem-solving classes and tutorials. Summative assessment will be based on: 15% 1-hour exam (week 1, Term 2) 5% coursework Term 2. 70% 3-hour final exam (Term 3)</p>					
MATH40006	Introduction to Computation	6 / 25	1 (wks 5- 11) + 2	Core	1	5

General Overview	This module introduces computation and programming in Python. The illustrative examples, practice questions and assessment tasks will be guided by computational principles and their underlying mathematical concepts; this is a module that aims to equip students with a general understanding that they can adapt to fresh problems and different programming environments.					
Assessment	Students receive formative feedback during the tutored labs.  Summative assessment will be based on:  0% controlled assessment (week 11, Term 1)  30% In-class test (week 7, Term 2)  70% controlled assessment (week 11, Term 2)					
MATH40007	Introduction to Applied Mathematics	20 / 17	2	Core for G1F3; otherwise compulsory	1	5
General Overview	This module aims to show students how the ideas they learn in Year 1 can be used to provide a mathematical underpinning for a range of scientific problems. The objective of the course is to describe a unified mathematical framework that embraces multiple disciplines involving engineering challenges as well as problems outside the physical sciences such as economics and statistics.					
Assessment	Students receive feedback during problem-solving classes and tutorials. Summative assessment will be based on:  10% coursework #1  10% in-class midterm test (week 6 of Term 2)  10% coursework #2  70% 2-hour final exam in Term 3.					
MATH40008	Individual Research Project	6 / 6	3	Core	0	5
General Overview	This module allows students to develop elementary research skills in mathematics while developing their personal interests in a specific area of mathematics.  Each student produces and presents a poster on their chosen area. Typically, the assessed presentation of the poster will take around 5 minutes, though students will also be expected to be available to discuss their poster with other students and staff during a longer session.					
Assessment	The module is pass/fail only: the mark does not contribute to the year total. Both the poster and oral component must be passed separately in order to pass the module.					

	<p>Students receive formative feedback during tutorials and workshops.</p> <p>Individual summative feedback is provided by comments on the poster and presentation.</p>
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### G104 only:

G104 students normally take a language module in addition to their mathematics modules

Title	No. of Lectures/Classes (Approx)	Terms	Core/Compulsory	Weight	ECTS
Language	Variable	1 + 2	Core (if required)	0	7.5

International students (for select students):

English Language	16 hours	1	-	0	0
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## Second Year Programme

In the Second Year, students continue to build a breadth of understanding in mathematics and study a number of core modules. In addition to these, students will be able to select a number of optional modules to deepen their understanding in specific areas of mathematics. Electives can be prerequisites for Year 3 modules, but students will be advised about such dependencies prior to making their choice of Year 2 electives; prerequisites can be varied at the discretion of the Department.

Please see the 2024-25 Year 2 Guide on Maths Central for further information. Choice of electives is dependent on your degree programme. Students on specialist programmes will be required to take some of the optional modules in Year 2 as compulsory electives. Students will choose options from the table below as follows:

G100: Select one module from Group A and 4 modules from Group B.

G102: Select one module from Group A and 2 modules from Group B. The modules Network Science and Principles of Programming are considered core for this Degree coding and must be taken. Select 2 further modules from Group B.

G125: Select one module from Group A. The modules Groups and Rings and Lebesgue Measure and Integration are considered core for this Degree coding and must be taken. Select 2 further modules from Group B.

G1F3: Select one module from Group A. The module Partial Differential Equations in Action is considered core for this Degree coding and must be taken. Select 3 further modules from Group B.



G1G3: Select one module from Group A. The modules Probability for Statistics and Statistical Modelling are considered core for this Degree coding and must be taken. Select 2 further modules from Group B.

G1GH: Select one module from Group A. The modules Probability for Statistics and Statistical Modelling are considered core for this Degree coding and must be taken. Select 2 further modules from Group B.

G103: Select one module from Group A and 4 modules from Group B.

G104: Select one module from Group A (if you are required to take a language module, you must choose this as your I-Explore module - see below) and 4 modules from Group B.

The Group Research Project is a Pass/Fail module

### I-Explore Modules

Students will also take an I-Explore module in their second year:

Through I-Explore, you'll have the chance to deepen your knowledge in a brand new subject area, chosen from a range of for-credit modules built into your course.

Please note that although the module counts for pass/fail for the purposes of progression and the mark is not counted in your Honours Degree calculations, the I-Explore mark will appear on your transcript.

- [www.imperial.ac.uk/study/ug/i-explore](http://www.imperial.ac.uk/study/ug/i-explore)

Title	Terms	Core/ Compulsory	Group	Weight	ECTS
Linear Algebra and Numerical Analysis	1+2	Core		2	10
Analysis II	1+2	Core		2	10
Multi-variable Calculus and Differential Equations	1+2	Core		2	10
Group Research Project	3	Core		0	5
i-Explore / Horizons (*)	Various	Compulsory (pass/ fail)	A	0	5 or 7.5
Groups and Rings	1	Elective	B	1	5
Lebesgue Measure and Integration	2	Elective	B	1	5
Probability for Statistics	1	Elective	B	1	5
Statistical Modelling	2	Elective	B	1	5
Network Science	2	Elective	B	1	5
Partial Differential Equations in Action	2	Elective	B	1	5
Principles of Programming	1	Elective	B	1	5

(\*) For G104 students the i-Explore modules must be the required language course, if applicable

### Third Year Programme

In the Third Year, students choose all of their modules and will take between 60 and 62.5 ECTS. At least 52.5 ECTS must come from third year (level 6) Mathematics modules. If choosing to take a Year 2 module, this must be one not previously taken. Specialist Degrees will require students to take a certain number of modules from a specified subset of available modules. Full information on these requirements are available in the Programme Specifications for each degree programme. Students may seek advice from specialist staff at set Office Hours and their Personal Tutors on module choices which align with their individual interests and strengths.

The list of modules below is indicative only and is subjective to change.

Module Title	Core/Elective	Credits
Fluid Dynamics 1	Elective	7.5
Fluid Dynamics 2	Elective	7.5
Asymptotic Methods	Elective	7.5
Optimisation	Elective	7.5
Applied Complex Analysis	Elective	7.5
Dynamics of Learning and Iterated Games	Elective	7.5
Dynamical Systems	Elective	7.5
Bifurcation Theory	Elective	7.5
Geometric Mechanics	Elective	7.5
Geometric Complex Analysis	Elective	7.5
Classical Dynamics	Elective	7.5
Mathematical Finance: An Introduction to Option Pricing	Elective	7.5
Mathematics of Business & Economics	Elective	7.5
Mathematical Biology	Elective	7.5
Mathematical Biology 2	Elective	7.5
Quantum Mechanics I	Elective	7.5
Special Relativity and Electromagnetism	Elective	7.5
Computational Dynamical Systems	Elective	7.5
Tensor Calculus and General Relativity	Elective	7.5
Quantum Mechanics II	Elective	7.5
Theory of Partial Differential Equations	Elective	7.5
Function Spaces and Applications	Elective	7.5
Advanced Topics in Partial Differential equations	Elective	7.5
Computational Linear Algebra	Elective	7.5
Computational Partial Differential Equations	Elective	7.5
Methods for Data Science	Elective	7.5
Scientific Computation	Elective	7.5
Probability Theory	Elective	7.5
Functional Analysis	Elective	7.5
Fourier Analysis and the Theory of Distributions	Elective	7.5
Markov Processes	Elective	7.5
Geometry of Curves and Surfaces	Elective	7.5
Algebraic Curves	Elective	7.5
Algebraic Topology	Elective	7.5
Algebra 3	Elective	7.5

Group Theory	Elective	7.5
Galois Theory	Elective	7.5
Graph Theory	Elective	7.5
Group Representation Theory	Elective	7.5
Formalising Mathematics	Elective	7.5
Mathematical Logic	Elective	7.5
Number Theory	Elective	7.5
Algebraic Number Theory	Elective	7.5
Statistical Theory	Elective	7.5
Applied Statistical Inference	Elective	7.5
Applied Probability	Elective	7.5
Time Series Analysis	Elective	7.5
Stochastic Simulation	Elective	7.5
Survival Models	Elective	7.5
Spatial Statistics	Elective	7.5
Introduction to Statistical Learning	Elective	7.5
Game Theory	Elective	7.5
Research Project in Mathematics	Elective	7.5
Horizons or BPES module (only select modules allowed as credit)	Elective	5
Groups and Rings	Elective	5
Lebesgue Measure and Integration	Elective	5
Probability for Statistics	Elective	5
Statistical Modelling	Elective	5
Network Science	Elective	5
Partial Differential Equations in Action	Elective	5
Principles of Programming	Elective	5

**The Research Project in mathematics is not available for students on the G103 programme MATH60050.**

## Fourth Year Programme

Those students on the G103 and G104 degree programmes continue to the fourth year of the programme. In Year 4, students choose six fourth year (level 7) modules. A student may not take both the Year 3 and Year 4 version of a module.

All students also take the core Mathematics Research Project module (15 ECTS).

The list of modules below is indicative only and is subjective to change.

Module Title	Core/Elective	Credits
Fluid Dynamics 1	Elective	7.5
Fluid Dynamics 2	Elective	7.5
Vortex Dynamics	Elective	7.5
Hydrodynamic Stability	Elective	7.5
Asymptotic Methods	Elective	7.5

Optimisation	Elective	7.5
Applied Complex Analysis	Elective	7.5
Dynamics of Learning and Iterated Games	Elective	7.5
Dynamical Systems	Elective	7.5
Bifurcation Theory	Elective	7.5
Geometric Mechanics	Elective	7.5
Classical Dynamics	Elective	7.5
Mathematical Finance: An Introduction to Option Pricing	Elective	7.5
Mathematical Biology 1	Elective	7.5
Mathematical Biology 2	Elective	7.5
Quantum Mechanics I	Elective	7.5
Special Relativity and Electromagnetism	Elective	7.5
Tensor Calculus and General Relativity	Elective	7.5
Quantum Mechanics II	Elective	7.5
Introduction to Stochastic Differential Equations	Elective	7.5
Stochastic Differential Equations in Financial Modelling	Elective	7.5
Theory of Partial Differential Equations	Elective	7.5
Analytic Methods in Partial Differential Equations	Elective	7.5
Function Spaces and Applications	Elective	7.5
Advanced Topics in Partial Differential equations	Elective	7.5
Finite Elements: Numerical Analysis and Implementation	Elective	7.5
Computational Dynamical Systems	Elective	7.5
Computational Linear Algebra	Elective	7.5
Computational Partial Differential Equations	Elective	7.5
Methods for Data Science	Elective	7.5
Scientific Computation	Elective	7.5
Mathematical Foundations of Machine Learning	Elective	7.5
Probability Theory	Elective	7.5
Functional Analysis	Elective	7.5
Fourier Analysis and the Theory of Distributions	Elective	7.5
Stochastic Calculus with Applications to non-Linear Filtering	Elective	7.5
Markov Processes	Elective	7.5
Geometry of Curves and Surfaces	Elective	7.5
Geometric Complex Analysis	Elective	7.5
Algebraic Curves	Elective	7.5
Algebraic Topology	Elective	7.5
Analytic methods PDE	Elective	7.5
Algebraic Geometry	Elective	7.5
Riemannian Geometry	Elective	7.5
Manifolds	Elective	7.5
Differential Topology	Elective	7.5
Complex Manifolds	Elective	7.5
Algebra 3	Elective	7.5
Group Theory	Elective	7.5

Galois Theory	Elective	7.5
Graph Theory	Elective	7.5
Group Representation Theory	Elective	7.5
Formalising Mathematics	Elective	7.5
Commutative Algebra	Elective	7.5
Lie Algebras	Elective	7.5
Algebra 4	Elective	7.5
Mathematical Logic	Elective	7.5
Number Theory	Elective	7.5
Algebraic Number Theory	Elective	7.5
Elliptic Curves	Elective	7.5
Statistical Theory	Elective	7.5
Applied Statistical Inference	Elective	7.5
Applied Probability	Elective	7.5
Time Series Analysis	Elective	7.5
Stochastic Simulation	Elective	7.5
Stochastic Differential Equations in Financial Modelling	Elective	7.5
Survival Models	Elective	7.5
Spatial Statistics	Elective	7.5
Introduction to Statistical Learning	Elective	7.5
Introduction to Game Theory	Elective	7.5
Consumer Credit Risk Modelling	Elective	7.5
Topics in Advanced Statistics	Elective	5+5
Research Project in Mathematics	Elective	15

## Imperial Horizons

The College has created the 'Imperial Horizons' programme to broaden students' education and enhance their career prospects. This programme is open to all undergraduate students. The programme allows students to take not-for-credit modules in topics such as psychology, business, languages, sound technology, etc., in addition to their core mathematics modules. Students will need to register for their desired options separately through the Horizons Programme at the start of the year.

The Department of Mathematics avoids timetabling core Mathematics modules during the times allocated for Horizons modules.

In Year 2, a Horizons module may be taken for credit as the required I-Explore option.

Further information about the 'Imperial Horizons' programme can be viewed online at: <https://www.imperial.ac.uk/horizons/>

## Deadlines

**Unless you are instructed otherwise by your Module Lecturer or Project Supervisor, the deadline for the submission of assessed work is 1pm UK time on the due date.**

Time/date deadlines are strictly adhered to. Please be very careful not to miss out on submission deadlines. Online submission boxes on Blackboard should be open at least 24 hours prior to the assessment deadline. If they are not, please contact the Undergraduate Education Office for support.

## G104 Programme

Co-ordinator for European Exchanges Dr Pierre-Francois Rodriguez,  
[p.rodriquez@imperial.ac.uk](mailto:p.rodriquez@imperial.ac.uk)

Co-ordinator for MIT Exchanges Dr Sheehan Olver:  
[s.olver@imperial.ac.uk](mailto:s.olver@imperial.ac.uk)

G104 Mathematics with a Year Abroad is a four-year Honours degree programme leading to an MSci qualification. Three years are spent in the Department of Mathematics at Imperial College and one year (the Third Year) at a host institution abroad.

Current Host Institutions for the Year Abroad (subject to change)

[ENSIMAG Grenoble, France](#)

[EPFL Lausanne, Switzerland](#)

[Humboldt Berlin, Germany](#)

[ETH Zurich, Switzerland](#)

[UAM Madrid, Spain](#)

[MIT, Cambridge, MA, USA](#)

For students going to host institutions in Europe: Suitable arrangements will be anticipated for the year away when a student is first accepted onto the course and more detailed planning will take place at the completion of the First Year programme. Every effort will be made to send a student to their country of choice but a particular host institution cannot be guaranteed.

Selection of students for MIT is competitive and takes place early in the second term of the second year of study. Places are limited (in the past few years only one exchange place was available) and due to this mark requirements for application are high.

### Course Structure

There is no formal language requirement our Year Abroad degree, however applicants may be required to demonstrate a basic competence in a required language if going to one of our European partner universities.

These requirements are different to entry requirements, as you will often have the opportunity to work towards the necessary criteria in your time at university, up to the third year of this course.

As a guide a basic competency would equate to:

- A level Grade C
- AS Level Grade B
- GCSE Grade A

### First and Second Years

G104 students follow the same mathematics modules as all other students, but normally take language classes in addition to the mathematics modules.

Students who are especially well prepared in the language for their proposed year of study away may exceptionally have the language module requirements waived. Students are required to register for their language module themselves.

Further information on the free language modules available at Imperial College London for G104 Mathematics with a Year Abroad students, and any pre-requisites which may be required, can be found online at:

[www.imperial.ac.uk/languages/year-in-europe/](http://www.imperial.ac.uk/languages/year-in-europe/)

**Note:** Whilst G104 students must pass the language examinations at the end of First and Second Year in order to stay on G104, language examination results do not directly contribute to their mathematics degree Honours mark. Students who are required to take language to qualify for the year abroad programme must choose the language module to count as the required I-Explore module in the Second Year.

### **Third Year (Spent at a Host Institution)**

Students will follow an approved set of modules at the host institution, where they will also be assessed. On their return, the achieved exam results will be converted to the Imperial scale. Details on the applied conversion procedure can be found on the Maths Central Blackboard page under Course Information, G104 information.

### **Fourth Year**

Students will have a free choice of core modules and options from the list currently available on the same basis as students registered on the MSci G103 Mathematics degree.

### **Pass Requirement and Assessment for Honours**

In order to progress to the next level of study, students on the G104 programme must have passed all modules (equivalent to 60 ECTS) in the current level of study at first attempt, at resit or by a compensated pass.

In order for you to progress to the next year of the programme, the overall aggregate mark for the year, including where a module(s) has been compensated, must normally be as follows:

Year 1: 40 percent

Year 2: 60 percent

Satisfactory completion of a language requirement (Level 3 or above, as determined by the College's Centre of Languages, Culture and Communication) will normally be required for students spending their year abroad in a non-English speaking country. This will include in most cases, students being required to take and pass language modules at the College's Centre for Languages, Culture and Communication (or its equivalent elsewhere) in Years 1 and 2. Language modules taken do not count for Honours degree classification and are instead for pass/fail credit.

A student who is not permitted to remain on G104 for year 3 will be transferred to a BSc or MSci Mathematics degree.

Honours Degree classification:

Students who satisfy the degree requirements receive consideration for Honours in the normal way: First Class, Second Class (Upper and Lower Divisions).

Aggregate marks from each year will be combined with the following percentage weightings to produce an overall aggregate mark:

G104: Year 1 is weighted at: 7.5%, Year 2 is weighted at: 25%, Year 3 is weighted at: 25%, Year 4 is weighted at: 42.5%

### **Transfer between G104 and Other Degrees**

Students who do not perform well at Second Year may be unable to spend their Third Year overseas and may be transferred to BSc G100 Mathematics.

Students who perform very poorly in their year away may be transferred onto the G100 degree and take Third Year subjects in their Final Year. This is a departmental decision – students may not choose this path.

Students who choose to transfer from MSci G104 Mathematics to a three year BSc degree will only be allowed to do so with the permission of the Department. This permission is not normally possible after undertaking study abroad.

Students on a BSc degree may be able to transfer into the MSci G104 Mathematics degree to go to Europe if they can satisfy the Department of their language skills and have good examination results. Normally such transfers will be considered at the end of the First Year of study. Students should make their interest known as early as possible. Transfer to the MIT Year Abroad programme is through selection only.



### 3. Assessment

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

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

 [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

In the Department of Mathematics, a variety of assessment methods will be used to test your understanding. Assessments may be formative, summative or both.

**Formative assessments** do not contribute to the module mark but provide information on your progress as an individual and in the context of your peers. This allows you to learn by using your new skills to solve problems and receive feedback on your performance to guide your future learning. This supports you to achieve a better performance in the summative assessments which do count towards your module marks. Common types of formative assessment used include: regular question sheets, questions posed by a lecturer in lectures, and exercises set by your tutor or peer-tutor.

**Summative assessments** are used to assess your learning against the intended module learning outcomes and contribute towards your achievement of the programme learning outcomes, detailed above. All modules contain aspects of summative assessment and these assessments will contribute towards your mark for each year. Usually the grades for summative assessment are assigned by lecturers or graduate teaching assistant but occasionally your work will be peer assessed (i.e., your grade is provided by one or more of your fellow students)

The choice of summative assessment method is largely determined by the nature of the module and its learning outcomes.

A variety of different summative assessment methods is used, including:

- Written examinations
- Short, individual tests
- Group assignments and projects
- Individual Projects
- On-line tests and quizzes
- Oral presentations
- Poster presentations

Lecture modules in all years typically involve an end-of-year examination and some element of coursework or short tests during the module. In Year 1 the end-of-year examination is usually worth 70 percent of the module; this typically increases to 80 percent in Year 2 and 90 percent in Years 3 and 4. Some modules, notably ones with a high computational or data analysis element, may have a higher proportion of coursework or may be assessed entirely by a number of projects (which may also involve presentations).

The exact nature and frequency of these forms of assessment is decided by individual module lecturers. Assessed coursework is not normally set with a submission deadline after the end of the current term, though exceptions to this may be permitted for major projects.

Marked assessed coursework and progress test scripts are returned to students to provide useful feedback.

Information on assessments is included in the full Module Specifications available online on Blackboard Maths Central

### Assignments and Projects

Some modules are wholly project/assignment based and have no end-of-year examination. For some of these modules, oral presentations about the project(s) may form part of the overall assessment for the module. In Year 3 and 4 some modules assessed wholly by project/assignment may have submission dates after the end of term. Assignment and project scripts normally need to be retained by the Department as External Examiners have the right to see them. **Students should keep a copy of all assignments and project work submitted.**

In the Third and Fourth Year modules, due to the amount of work project-only modules require during term-time, students will be allowed to sign up for only one project only module per term. Also note that students who take modules which are wholly assessed by project will be deemed to be officially registered on the module through the submission of a specified number of pieces of assessed work for that module. This will be communicated by the lecturer at the start of the module. Thus, once a certain point is reached in these modules, a student will be committed to completing the module.

### Fourth Year Mastery Material

All Year 4 mathematics modules' final exams will be 2.5 hours in length (unless otherwise specified). The papers will include five questions. Where a module is available in a third year (level 6) and a fourth year (level 7) version, the fourth year exam will normally consist of the four questions given to third year students on the module, plus a fifth 'mastery' question. This additional question will test the subject in greater depth, often on the basis of extension material provided by the lecturer for students' self-study ('mastery material').

### Submitting Assessed Work

All in-term coursework and projects will be submitted electronically via Blackboard. For most assessments this will require you to scan (using scanner or phone) your written work and upload this online.

When submitting work electronically, you will be asked to agree to a statement confirming that the submission is your "own unaided work unless stated otherwise." **Plagiarism is a serious offence and all work submitted for assessment MUST cite all external sources used.**

### College Guidance on the use of generative AI tools (e.g. ChatGPT)

Several natural language processing AI models have come to prominence recently, such as generative AIs like ChatGPT. These models demonstrate a huge step forward in accessible AI which

will develop substantially and quickly; likely growing to become something we use frequently in our everyday lives.

For staff and students, these AI models present both opportunities for our education and risks for the integrity of our assessments.


The perceived ability of these platforms to ‘do our work for us’ has prompted concern for the implications for academic integrity should students submit AI-generated work as their own. The focus on problem-solving in STEM subjects and the range of Imperial’s assessment types limit the capability of these AI models being able to produce highly refined answers to our assessments, but the impact that will have on quality assurance is still a concern.

- AI models are powerful and can be an effective way to check the quality of your written work, prompt new ideas, or generate simplified explanations of complex topics to support your learning.
- Submitting work and assessments created by someone or something else, as if it was your own, is plagiarism and is a form of cheating and this includes AI-generated content. Please refer to the College’s [Academic Misconduct Procedures](#) for further information.
- To ensure quality assurance is maintained, departments may choose to invite a random selection of students to an ‘authenticity interview’ on their submitted assessments. This means asking students to attend an oral examination on their submitted work to ensure its authenticity, by asking them about the subject or how they approached their assignment. Being invited to an authenticity interview does not mean that there is any specific concern that you have submitted work that is not your own.

For further information please see the College’s [Generative AI Tools Guidance](#).


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

 [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

### **Academic Feedback Policy**

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

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

### **Departmental Information on Academic Feedback**

Feedback to students on their work will be provided in several formats, including:

- Oral during problem classes
- Personal (discussion with staff)
- Written (e.g. model answers, group feedback, individual comments written on coursework)
- Interactive (on-line quizzes).
- Oral feedback on formative work is available in problem classes, Office hours and peer tutorials.
- Written feedback is provided on project reports.

Provisional marks for assessed work are made available on Blackboard. When a particular piece of assessed work or progress test has been marked and is ready for return, provisional marks will be made available on Blackboard. Any feedback for electronic submissions will normally also be made available via Blackboard. Please note that all marks available on Blackboard are provisional and subject to ratification by the Exam Board – please see more information below.

The Department works towards a two-week turnaround deadline on tests and short assessed coursework (worth 10% or less). Larger pieces of work, projects and assignments, may take longer to return. If there is a delay, please contact the Education Office.

Past Examination papers, along with model solutions, mark schemes and comments from the markers are available on Maths Central on Blackboard to provide general feedback on the examinations.

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

<http://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records>

### **Provisional Marks Guidance**

Provisional marks are agreed marks that have yet to be ratified by the Board of Examiners. These results are provisional and are subject to change by the Board of Examiners, for example marks may be subject to scaling where they deviate from those expected in the programme. The release of provisional marks is permitted except in certain circumstances. Further information can be found in the Guidelines for Issuing Provisional Marks to Students on Taught Programmes:

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

### **Questions on Feedback**

Sometimes students find written feedback hard to understand or have queries about how the mark was determined. In Years 1 and 2, lecturers will announce the point of contact for students seeking additional feedback on work that has been marked. This may be the lecturer, the problem class lead, or the senior GTA for the module. Any other Year 1 or 2 queries should be addressed to the lecturer. In Years 3 and 4, students should contact the lecturer to raise marking and feedback queries.

Any mark queries on term time coursework or tests must be made within two weeks of the return of the work, or a week into the following term if work is returned over a break.

In some circumstances it may be appropriate to seek guidance from your Year Tutor or the Student Liaison Officer.

### **Instruction to Candidates for Examinations**

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

[www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

Instructions for exam candidates can be found here:

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

Mathematics Departmental examination information can also be viewed on Blackboard (<https://bb.imperial.ac.uk>) Maths Central in the Examinations section.

The College's Policy on re-sits is available at: [www.imperial.ac.uk/student-records-anddata/current-students/undergraduate-and-taught-postgraduate/exams-assessments-andregulations](http://www.imperial.ac.uk/student-records-anddata/current-students/undergraduate-and-taught-postgraduate/exams-assessments-andregulations)

## **Examinations**

A small number of modules are assessed by project, but most modules are primarily assessed by examinations that take place in May/June, Term 3. There is a separate examination for most modules in the programme.

Examination registration takes place at the beginning of Term 2

Note that on Year 3 and 4 modules that are assessed wholly by project, a student will be deemed to be officially registered on the module through the submission of a specified number of pieces of assessed work for that module. Thus, once a certain point is reached in these modules, a student will be committed to completing the module.

Each module is given a percentage mark as well as a Pass/Fail rating.

For Year 1, 2 and 3 modules the module pass mark is 40 percent (with the exception of the Introduction to University Mathematics module for which the pass mark is 50 percent). For Year 4 (MSci) modules, the module pass mark is 50 percent.

The 10 ECTS modules in Years 1 and 2 have exams of three hours in length. These exams will have six questions, worth 20 points each. The 5 ECTS modules in Years 1 and 2 and the 7.5 ECTS modules in Year 3 will have exams of shorter length, usually two hours and four questions, please note exceptions as per the Module Specifications. Year 4 examinations will be two and a half hours in length and include a mastery question as the fifth question.

It is very important to prepare properly during the year for the examinations. Keeping up with work throughout the year will allow for appropriate revision time during the term break prior to the examinations in May/June.

## **Reassessment**

Students who do not obtain Passes in modules at the first attempt will be expected to attend resit (reassessment) examinations. For First- and Second-Year modules, these will be in late August or early September. The Board of Examiners will determine the appropriate form of reassessment of project modules in Years 1 and 2. Further resit opportunities on First- and Second-Year modules will be available the following May/June. For the module Introduction to University Mathematics, there will be additional resit opportunities in January and May of Year 1.

Resit opportunities for Third- and Fourth-Year modules will normally be offered in August/September. For some modules, these may be offered as alternative assessments, such as oral examinations. Resit examinations are for Pass credit only – a maximum mark of the pass mark for the module will be credited. Once a Pass is achieved, no further attempts are permitted.

When evaluating the passing status of a Mathematics module during a resit attempt, if the resit exam is successful, the Board of Examiners has the discretion to disregard any module marks acquired from coursework and grant an overall passing grade for the module. This will apply to year 1 and year 2 modules and any other modules with a final exam worth at least 90 percent of the module mark.

Two resit attempts are normally available to students. However, the Board of Examiners can require students who do not pass 30 ECTS at the first assessment opportunity to terminate their studies and withdraw from the College. In cases where a student has not achieved the required amount of credit and no further resit attempts are permitted, the Board will graduate the student with an appropriate exit award, as detailed in the programme specifications and regulations.

Students who have not achieved the required Passes by the beginning of the new academic year are required by College to spend a year out of attendance. During this time, they are not considered College students. This can have implications for students who require a visa.

Students who are required to take a year out due to failed examinations or who take an interruption are not normally permitted to resubmit any coursework previously submitted during their year out.

### **Compensation allowances**

In Years 1 and 2 compensations will normally only be applied after a re-assessment attempt. In Years 3 and 4 it may be applied after a first attempt. All compensation decisions are at the discretion of the Board of Examiners.

In Year 1 the Board of Examiners may apply compensation in non-core modules up to a value of 5 ECTS (except for the degree coding G1F3 where no compensation is allowed).

In Year 2, for all three-year programmes, the Board of Examiners may apply compensation in elective modules up to a value of 10 ECTS. For students on the G103 or G104 four-year programmes, the Board of Examiners may apply compensation in elective modules up to a value of 5 ECTS.

In Year 3, students on three-year programmes: the Board of Examiners may apply compensation in elective modules up to a value of 15 ECTS with a maximum of 10 marks (percentage) compensated in each module.

Students on the G103: the Board of Examiners may apply compensation in elective modules up to a value of 7.5 ECTS and a maximum of 10 marks (percentage) compensated in each module.

Students on the G104 are abroad and must comply with Year Abroad regulations; the year abroad cannot be compensated.

In Year 4 (for G103 and G104), the Board of Examiners may apply compensation in elective modules up to a value of 15 ECTS and a maximum of 10 marks (percentage) compensated in each module.

### **Marks, Year Totals and Year Weightings**

The raw marks from each assessment will be weighted and combined to produce a raw module mark; the raw module mark will then be converted to a 0-100 scale.

Due to the nature of Mathematics as an academic discipline it is often necessary for module marks to be scaled in order to ensure comparability across modules and so that they map appropriately onto the undergraduate degree classification system. In accordance with the Regulations for Taught

Programmes of Study, this process is applied consistently to all students in the cohort and reported to External Examiners and the Board of Examiners.

The Department uses the following procedures for calculating module marks:

If the module has assessed coursework/progress tests then the marks for these are combined with the total mark for the paper in the appropriate proportions to produce a raw mark for the module. For modules assessed solely by project or assignments, the assessments are added together as announced to students.

The marks for each module are then re-scaled in a piecewise-linear fashion according to the following procedure.

Based on students' performances in the module assessments and performances in the module relative to average performance in other modules, the module examiners make a decision about what they consider to be the pass / fail boundary (P), the 2(i)/ 2(ii) Boundary (T), the 2(i)/ 1st Boundary (E) and the maximum mark (M) which was realistically possible for the module. In the case of Year 1, 2 and 3 modules, the raw marks P, T, E and M are mapped to 40, 60, 70 and 100 respectively (with 0 being mapped to 0). These choices of grade boundaries (PTM) are compared by a sub-Board of the Board of Examiners (the Liaison Panel) and further adjustments are made to ensure comparability of marks across modules. Once the values of the grade boundaries for a module have been finalised, an individual raw mark is then mapped to the 0–100 scale by linear interpolation and this becomes the student's mark for that module.

For Year 4 modules where the pass mark is 50, the process is the same except that P is mapped to 50.

The agreed mark for each module will be used to calculate year marks and final classifications using a weighted average.

In order to be considered for an award, you must have achieved the minimum number of credits at the required levels prescribed for that award and met any programme specific requirements as set out in the Programme Specification.

Candidates who do not meet the specific requirements for specialist degree codings may be transferred to or be graduated with another BSc Mathematics coding (including G100) for which the requirements have been met.

Your classification will be determined through:

- i) Aggregate Module marks for all modules
- ii) Year Weightings

#### **Year weightings by Degree Programme:**

Three Year Programmes (G100, G1F3, G1G3, G1GH, G102, G125): Year 1 is weighted at 7.5%, Year 2 at 35% and Year 3 at 57.5%

G103: Year 1 is weighted at: 7.5%, Year 2 is weighted at: 20%, Year 3 is weighted at: 36.25%, Year 4 is weighted at: 36.25%

G104: Year 1 is weighted at: 7.5%, Year 2 is weighted at: 25%, Year 3 is weighted at: 25%, Year 4 is weighted at: 42.5%

In a case where a student has accumulated more than 60 ECTS in year 3, weighting will be applied to the modules taken; please see more information in the Programme Specifications. The College sets the class of undergraduate degree that may be awarded as follows:

- i) First 70% or above for the average weighted module results
- ii) Upper Second 60% or above for the average weighted module results
- iii) Lower Second 50% or above for the average weighted module results
- v) Third 40% or above for the average weighted module results

Candidates who fall within 2 percent of the boundary for a higher classification may be considered for promotion to the higher classification based on their overall academic performance. Potential promotion is determined by the borderline classification procedure below.

### **Criteria for Degree Classification at Borderlines**

The discussion here refers to candidates at the first/upper-second borderline. Similar considerations apply to the other grade boundaries.

For all courses, a first is automatic for a programme total P of 69.5 or more. For candidates with  $68 \leq P < 69.5$ , the classification is determined by considering the uplift criteria as described below.

#### **BSc courses**

Classification is based on two uplift criteria: candidates with  $68 \leq P < 69.5$  will be promoted to the first class if either of the criteria below is satisfied.

- (a) Year 3 Total  $\geq 69.5$
- (b) 30 ECTS in year 3 Mathematics modules at the higher classification ( $\geq 70$  marks). External modules with a high mathematical content may be included, at the discretion of the board of examiners.

#### **MSci courses**

Classification is based on three uplift criteria: candidates with  $68 \leq P < 69.5$  will be promoted to first class if any two of the criteria below are satisfied.

- (a) Year 4 Total  $\geq 69.5$
- (b) MSci project at the higher classification ( $\geq 70$  marks)
- (c) 22.5 ECTS in year 4 Mathematics electives at the higher classification ( $\geq 70$  marks). External modules with a high mathematical content may be included, at the discretion of the board of examiners.

Candidates with accepted mitigating circumstances for modules where no mitigation has been applied may be uplifted for  $65 \leq P < 69.5$ . In this case, the uplift criteria above may be modified to account for the circumstances of individual candidates. The rationale for any uplift should nevertheless make reference to the criteria above, e.g. noting the evidence for performance at the higher class in any components of the programme unaffected by mitigating circumstances. Care should be given to ensuring that mitigating circumstances are fully taken into account, without giving unfair advantage to the student, or subjecting them to more demanding requirements.



## Examination support

### Past papers

Past examination papers and information on examination technique and study support can be found on Blackboard (<https://bb.imperial.ac.uk>) Maths Central in the Examinations section. Study skills support can also be found on the College pages on <https://www.imperial.ac.uk/students/success-guide/ug/>.

Note: Until 2016-17, examination papers included a system of 'bonus marks' designed to give extra reward to high-scoring answers. You will see this when you look at past papers. Following a consultation exercise, this practice was discontinued in all years from 2017-18.

For the new curriculum (from 2019-20 onwards), a mapping of modules from the old to the new is available on Maths Central to help students identify questions from past papers which will support with the revision on the new programme.

### Examination Absences

If, for medical or other reasons, you are absent from an examination you must:

Inform the Undergraduate Senior Tutor or the Student Liaison Officer by email on the day of the missed examination. If appropriate, submit a Mitigating Circumstances claim through the [Zinc system](#). You can find more information about mitigating circumstances in Section 9 of this document.

If your claim is accepted by the Mitigating Circumstances Board, they will refer this to the Examination Board, and a recommendation is made as to the missed exam (capped or uncapped attempt at next sitting). If your claim is not accepted by the Mitigating Circumstances Board, an attempt is normally considered to have been made and a later attempt is regarded as a resit, which is for Pass credit only.

A Mitigating Circumstances claim should be submitted if unforeseen circumstances prevent you from completing a major piece of assessed work, such as the Year 1 and 2 projects.

### Examination Withdrawals

You may only withdraw from an examination with the permission of the Undergraduate Senior Tutor. Otherwise, a score of zero will be recorded and the module mark will be capped at the pass mark.

### Academic integrity

Academics trade in original thought and insight. They take great pride in crediting others by meticulously quoting and referencing all sources and aim to instil the same appreciation and respect for academic work and original thought in their students. To credit others is a matter of academic integrity.

All the assessed work and projects that you submit count towards your degree, and is governed by the College's Academic Integrity policy. Within the Department of Mathematics, the following simple rules must always be borne in mind when submitting assessed work,

- assessed work and projects must be your own unaided work,
- if you have worked with or consulted other people on assessed work or a project you must acknowledge their input,

- if you use material (e.g. text, equations, code or diagrams) from an external source, such as a book, journal, web page, another person or generative AI, this must be acknowledged in the text and there must be a corresponding reference in the bibliography
- you should not share your solutions with others.

The Department takes academic integrity seriously and employs various means for detecting breaches of its rules. Where an allegation of academic misconduct is upheld, penalties are typically imposed. Isolated minor breaches are handled within the Department; repeated or serious breaches are referred to the College Registry for consideration at an academic misconduct panel.

Penalties imposed by the Department usually involve the mark for affected assessments being capped at the pass mark or set to zero. College academic misconduct panels can impose more severe penalties, including setting all module or year marks to zero, up to expulsion from the College.

Allegations of academic misconduct are investigated under the College's academic misconduct policy and procedure, which is summarized in a later section.


Academic integrity offences often arise when students are stressed or struggling with the programme. If you find yourself in this position, please make sure that you reach out for support from your lecturer/Personal Tutor/ Student Liaison Officer. **If you have any concerns relating to academic integrity, or how to properly cite your sources, please speak to the Mathematics Librarian or the Undergraduate Senior Tutor. Note that the academic integrity policy applies to all modules, including Horizons and i-Explore modules.**

## Instruction to Candidates for Examinations

When taking examinations, students must ensure they follow the relevant instructions and guidance provided to them. In addition to the Instructions for Candidates, they must adhere to the specific instructions for each exam as provided by their programme team.

 [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)


Instructions for exam candidates can be found here:

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

## Academic Integrity and Academic Misconduct

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

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

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

## Plagiarism

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

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

 [www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

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

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. Your programme team will explain how it is used in your programme.

 [www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/](http://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/)

## Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure. Please be aware that this includes working with others in or outside the Imperial community, not just students on your programme.

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

## Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or those that are considered an attempt to gain an academic advantage. Examples of disruptive

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

### **Dishonest practice**

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

## **4. Board of Examiners**

### **Board of Examiners**

The Board of Examiners for the Department consists of all the Lecturers teaching in said year, the Year Tutors, Undergraduate Senior Tutor, Director of Undergraduate Studies, Deputy Heads and Head of Department.

### **External Examiners**



Professor Hamid Abban, University of Nottingham



Dr Oscar Bandtlow, Queen Mary, University of London



Professor Jason Lotay, University of Oxford




Professor Andrew Archer, Loughborough University

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

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable

for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)

Please note that you will need to be logged in to your Imperial account to access the summary reports.

The individual External Examiner reports for your programme/department are available on [Blackboard](#).

## **My Imperial Campus**

An app for students - designed by students!

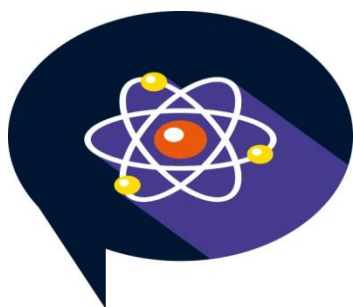
My Imperial Campus is the beginning of a new mobile experience for the Imperial College London community. The app is being designed by Imperial students and alumni and delivered in an iterative way as the team learns more about the experiences that our community want in order to thrive at Imperial. The app is relatively young, and development is continual, please download and explore the app and look out for opportunities to get involved!

You can download the app for Android devices from the 'Play Store' or for iOS devices from the App Store.

Current feature highlights:

- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.
- 'Maps' - 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' - The Business School and a growing list of other departments requires you to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link off to view your full timetable in a browser.
- 'Internships and Careers' - Search through the latest internships and job vacancies received by the Careers Service.

## Imperial Success Guide



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

 [www.imperial.ac.uk/students/success-guide/ug/](http://www.imperial.ac.uk/students/success-guide/ug/)

### I-Explore Modules

Through I-Explore, you'll have the chance to expand your knowledge and skills into a brand-new subject area, choosing from a range of for-credit modules built into your degree.

Depending on your department, you will either take an I-Explore module in your second or third year of study.

 [www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/](http://www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/)

### Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.

 [www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/](http://www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/)

### Imperial Award


The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.

 [www.imperial.ac.uk/students/imperial-award/](http://www.imperial.ac.uk/students/imperial-award/)

## 5. Location and facilities

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

### Your main location of study will be:

 Huxley Building, 180 Queen's Gate  
South Kensington Campus, Imperial College London, SW8 2AX

### Huxley Building Guide

#### Level 1

Lecture Theatres/Classrooms: 130, 139, 140, 144

Tutorial/study room: 138\*

#### Lockers:

Please see the Technical Services Manager (131) if you require a locker.

#### Level 2

Lecture Theatres/Classrooms: Clore Lecture Theatre (213)

Undergraduate Common Room: 212

#### Level 3

Lecture Theatres/Classrooms: 340, 341, 342

Departmental Noticeboards

#### Level 4

Maths Learning Centre (MLC) Room 410 (computer workstations/study spaces photocopyers/scanners/printers) The MLC also has three small tutorial rooms, noted as 413A/B/C on your Celcat timetables\*

Computing Rooms: 408, 409 (for 4th Year students only)

Tutorial/study room: 411

\*Students may use any small tutorial/study rooms for personal study purposes when the rooms are not booked for tutorials. Similarly, the computing rooms are open for student study purposes unless booked for out lessons and tutorials. Please use other spaces on campus when rooms are booked for classes.

#### Level 5

Director of Undergraduate Studies: 547

Academic Staff Offices, Staff Common Room

#### Level 6

Classrooms: 642, 658

Departmental Administrative Offices

Undergraduate Education Office: 649 (open Monday to Friday 10am 3.00pm)

Undergraduate Senior Tutor: 655

Student Experience Officer: 632

Student Experience Coordinator: 654

Departmental Central Office: 649a

Academic Staff Offices:

#### Level 6M

Academic Staff Offices

### Level 7

Academic Staff Offices

## Facilities

### Mathematics Learning Centre (MLC)

The Mathematics Learning Centre (level 4, Huxley Building) is a major space within the Department for individual and group study. Departmental computing workstations and printers and copiers are available for students to use. There are three side rooms in the MLC: MLC1, MLC2 and MLC3 (called 414A, 414B and 414C on your electronic calendars).

The MLC is at times used for teaching, and students are required to vacate the computer stations required for these sessions. During tests/exams for the modules, students may be asked to leave the MLC.

The side rooms in the MLC may be used for timetabled group tutorials. When not being used for timetabled activities, students are welcome to use them for group or individual study.

### Other Computing Rooms

Departmental workstations are located in the Huxley Building in rooms 212, 408, 409 (for Fourth Year students only), 410 and the Maths Learning Centre (level 4, Huxley Building). 410 is designated as a silent study area. 408 and 410 are at times used for teaching purposes.

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

 [www.imperial.ac.uk/estates-facilities/customer-services-centre/](http://www.imperial.ac.uk/estates-facilities/customer-services-centre/)

### Maths Common Room (Huxley 212)

Huxley 212, next to the Clore, is a computing/common room for all Mathematics Undergraduate Students.

Students are reminded to be courteous to each other while using all of the rooms and are asked to not leave their personal possessions in the rooms while not in them.

### Student Post

There are student post racks for 'regular' post only in the Maths Common Room, 212. These racks are cleared at the end of each academic year; please make sure you check the racks for any letters you may be expecting.

Any letters or documents issued by the Department of Mathematics, which aren't being posted or emailed, can only be collected from the Education Office. Photo ID and signature are required upon collection.

### Lockers



Student lockers are situated on level 1 in the Huxley Building. Please see the Technical Services Manager (room 131, Huxley Building) if you require a locker.

At the start of the academic year, students should put a padlock on their chosen locker and then register their locker by completing a form found outside room 131. At the end of the academic year, students are required to remove their locks and empty their lockers. If this is not done, locks will be cut off and the locker contents will be disposed of.

### Printing Credit

At the start of the academic year, the Department will provide Undergraduate students with £25 printing credit.

If you find that you need more credit, please see information on how to add more on:

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

If you experience any problems with the Department issued printing credit, please contact ICT Letters

Students should contact the [Student Hub and Registry](#) for any official letters, for example:

- Statement of Attendance letter
- Transcripts
- Confirmation of Degree Letter
- Visa letters/CAS
- Letter to open a bank account
- Council Tax exemption certificates

Many of these can be downloaded from [MyImperial](#) directly.

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-officialdocument>

If you require some other type of letter, please ask at the Education Office. Official transcripts can only be requested from Registry through the [Student Hub](#).

To request a letter, students must complete an Undergraduate Letter Request form. This can be found online on Blackboard Maths Central (<https://bb.imperial.ac.uk>) under General Information.

Any letters or documents issued by the Department of Mathematics, which aren't being posted or emailed, will need to be collected from the Education Office. Photo ID and signature are required upon collection.

### References

The Department of Mathematics can provide references for students.

All references must be for a specifically named postgraduate course or job; the Department is not prepared to write open references. Please consider your choices of programmes carefully – applications and references take time.

Please provide a statement explaining why you are applying for the courses or posts listed and attach a current CV, pre-award transcript (from MyImperial) and any relevant referee forms to your application

References can take up to three weeks to prepare so please plan ahead; references cannot be provided at very short notice. Referees may ask to see you before they provide a reference.

If you are applying to a number of postgraduate programmes, if possible, please try to ask for all references at the same time

If your reference is being posted, you will receive an email (to your university email address if you are a current student) informing you when it has been sent. References will be posted 2nd class. If your reference is for collection, you will receive an email (to your university email address if you are a current student) informing you of your reference's availability and from where and when it can be collected. If you want someone else to collect your reference(s) for you, you must send the Education Office ([maths-student-office@imperial.ac.uk](mailto:maths-student-office@imperial.ac.uk)) an email from your university email account authorising the release of your reference(s) to the person named. The person collecting your reference(s) must bring their own picture ID with them for identification purposes.

The person you ask to be your referee should be someone who knows you well enough to give a fair assessment of you. Normally your Personal Tutor will be the main person to write references for you, but you may also approach a Year 4, 3, or 2 Project Supervisor or your Year Tutor. The Senior Tutor may also be approached.

Remember that we cannot respond to direct requests for references from third parties; we can only provide a reference for you if you make the initial request. Please talk to your Personal Tutor for any help with questions or contact the Student Liaison Officer.

The Reference Request Form can be printed from the Maths Central pages on Blackboard (<https://bb.imperial.ac.uk>) under General Information.

### **Library Services**

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building. Further study space is available on level 3 of the Sherfield Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library workshops and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

### **Shuttle bus**

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

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

## Maps

Campus maps and travel directions are available at:

 [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

## Accessibility

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

 [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london)

## Smoke-Free Policy

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

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

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



SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit [www.imperial.ac.uk/admin-services/security/safezone/](http://www.imperial.ac.uk/admin-services/security/safezone/) for more details about SafeZone.

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

## 6. Working while studying

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

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

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



[www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](https://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

If you are considering part-time work during term time you are strongly advised to discuss this with your Personal Tutor (see Wellbeing, Support and Advice section for more information). If you are on a Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The university's Board of Examiners will not normally consider as mitigating circumstances any negative impact that employment may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

## 7. Health and Safety

Keeping you safe is a top priority for us. Imperial still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial guidance to students can be seen at:

 [www.imperial.ac.uk/about/covid-19/](http://www.imperial.ac.uk/about/covid-19/)


The Imperial Health and Safety Policy can be found at:

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

### Your Departmental safety contact is

 Martin Cooper

 131 Huxley Building

 07928 503 279

 martin.cooper@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

- [Online Health and Safety training module](#) to be completed in the first week of the Autumn Term.

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

### Imperial Safety Department

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

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

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

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

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

 [www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

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

## 8. University Policies and Procedures

### Academic Regulations


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

 [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)


### Provisional Marks Guidance

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

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

### Late Submission Policy

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

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

### **If you submit late due to mitigating circumstances, you may be able to make a claim that could allow for the cap on your mark to be lifted. Please see below.**

Any extension requests due to mitigating circumstances must be received in good time, normally it should be received prior to the deadline, or at the latest within 24 hours of the coursework due time.

### **Missed Assessed Work – Further information from the Department**

If, due to illness or a serious personal matter, you miss a scheduled test or coursework, please complete a Mitigating Circumstances claim via the [Zinc system](#). The Mitigating Circumstances Board will make a decision on the request and students will be informed by email of the outcome. For Year 1 and 2 modules with a final exam and Year 3 and 4 modules with an exam worth 90%, pro-rata marks for the missed assessment may be awarded. Pro-rata marks will be based on the raw exam mark for the module concerned. If you know ahead of time that you will be absent on the day,

please inform the Year Tutor or Senior Tutor; depending on the circumstances you may be able to apply for mitigating circumstances. Coursework can always be uploaded early to the appropriate dropbox on Blackboard module page.

### **Policy on Coursework Deadline Extensions**

In exceptional cases, deadline extensions can be granted for coursework. To request an extension, please use the [Zinc Portal](#), which is the only platform for submitting extension requests. Lecturers should **not be** approached for extensions - the Senior Tutor will liaise with the lecturer on students' behalf.

### **Late Submission**

Any piece of assessed work which is submitted beyond the published deadline (date and time) is classed as a late submission. Work submitted more than 24 hours late will not be accepted as a valid attempt and a mark of zero will be recorded. This is the default penalty for late submissions of assessed work and should be deviated from only in exceptional circumstances.

The following is a list of circumstances in which the default penalty may be amended

(a) Accepted Mitigating circumstances.

(b) If, in the judgement of the UG Senior Tutor, the default penalty is considered unreasonably harsh in the circumstances, for example, where it will impact adversely on the progression or graduation of a candidate, or if one member of a group has submitted work late which impacts on the rest of the group through no fault of their own.

### **Feedback for Late Submissions**

Work submitted more than 24 hours late will normally be returned with a notional mark and feedback. If the work has not been submitted within a reasonable time, the department may decide that it would not be educationally helpful to provide feedback.

Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

- [www.imperial.ac.uk/media/imperial-college/administration-and-supportservices/registry/academic-governance/public/academic-policy/marketing-andmoderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-supportservices/registry/academic-governance/public/academic-policy/marketing-andmoderation/Late-submission-Policy.pdf)

### **Mitigating Circumstances**

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



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

Copies of evidence can only be accepted where there is a reasonable explanation for the original not being available. The evidence must be an official document e.g. a letter signed on official headed paper and must include the dates during which the circumstances applied and the contact details of the person or company supplying the evidence for verification purposes if required. If you are unable to provide medical evidence, in limited circumstances you may be able self-certify an illness of short duration. You must clearly explain why you are unable to provide independent evidence. The use of self-certification will be monitored to ensure this is not abused.

Please note that while the Mitigating Circumstances Board can consider independent non-medical evidence e.g. correspondence showing that an attempt was made to seek a medical appointment, or correspondence with the Department regarding a missed assessment. However, the only form of medical evidence the Board can consider is a letter from a medical professional, stating the impact of an illness on study, and the period affected. Evidence of symptoms or treatment (e.g. photographs, prescriptions etc.) are not admissible.

Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

[www.imperial.ac.uk/about/governance/academicgovernance/academic-policy/exams-and-assessment](http://www.imperial.ac.uk/about/governance/academicgovernance/academic-policy/exams-and-assessment)


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

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with reasonable adjustments. More details can be found at: [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

In the Department of Mathematics, please use the [Zinc](#) to report all mitigating circumstances during your time in the Department of Mathematics and please include relevant dates.

## **Academic Misconduct Policy and Procedures**


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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## **Unsatisfactory Engagement**


Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies. Imperial has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not

engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)


## **Fitness to Study**

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a student's ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## **Academic Appeals Procedure**

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

## **Arithmetic Marks Check**

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

For the Department of Mathematics, your request must be submitted by email to Math Exam Team [maths.exams@imperial.ac.uk](mailto:maths.exams@imperial.ac.uk) using the official form. The form must be received within the deadline set by the College and clearly state the mark check required. You must send the email from your Imperial email address. The form is available on Blackboard Maths Central.


Information on post examination appeals procedures can be viewed on <https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/>

## Student Complaints

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


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

 [student.complaints@imperial.ac.uk](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Disciplinary Procedure

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)

## Intellectual Property Rights Policy

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of universities Intellectual Property and its College's discretionary Reward to Inventors Scheme.

Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:


 [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/)

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

 [www.imperial.ac.uk/students/enterprising-students/](http://www.imperial.ac.uk/students/enterprising-students/)

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

## General Data Protection Regulation (GDPR)

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

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.



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

## 9. Wellbeing, support and advice

### In your department

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

The Mathematics Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

#### Undergraduate Senior Tutor Team

The Undergraduate Senior Tutor Team are available to help if Personal Tutors or Year Tutors are unable to provide advice on a particular matter. They also act as an intermediary between the student and the College where the student is experiencing problems.

[Dr Pietro Siorpaes](#) - Senior Tutor & [Dr Chris Ford](#) - Deputy Senior Tutor

#### Student Liaison Officer

The Student Liaison Officer works closely with the Director of Undergraduate Studies, the Undergraduate Senior Tutor and Year Tutors. Students will be able to approach the Student Liaison Officer in confidence to discuss any concerns they may have and, if necessary, they will be directed to the most appropriate people in the Department and/or College with whom to speak.

[Sai Nathan](#) - Student Liaison Officer

#### Student Experience Coordinator & Student Experience Administrator

A part of the Student Experience Team's remit is to work closely with the Undergraduate Wellbeing Reps and other student leaders on student wellbeing and community activities. They also work with the outreach team and may train student leaders for departmental activities.

[Olivia Adu-Bofour](#) - Student Experience Coordinator & [Ahmed Aynan](#) - Student Experience Administrator

#### Student Wellbeing Adviser - Maths

The Student Wellbeing Adviser can help provide you with general guidance on managing your wellbeing and can talk with you about wellbeing-related concerns that you would like to discuss. This service is confidential and they can meet with you to talk through your initial concerns and agree next steps.

The meeting is a time to reflect on your wellbeing. It is also an opportunity to:

- Receive relevant information to assist with your query
- Access support with setting wellbeing-related goals
- Be introduced to wellbeing self-help resources
- Discuss where to go for further support

[Rothna Akhtar](#) - Student Wellbeing Adviser

[Book a one-to-one session with a wellbeing adviser \(qualtrics.com\)](#)

## Departmental Disability Officer


The Departmental Disability Officer (DDO) is the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Departmental Disability Officer (DDO) is Dr Prasun Ray


Email: [p.ray@imperial.ac.uk](mailto:p.ray@imperial.ac.uk)

If you have a disability or if you feel you may have disability, please contact the [Disability Advisory Service](#) (DAS) for an assessment. Once you meet with a disability adviser, a Suggested Reasonable Adjustments Document (SRAD) will be created. This will list what support you are eligible to receive. Your DDO then can apply for additional exam arrangements on your behalf and will facilitate support within your department.

More information on Departmental Disability Officers is available at:

 [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/)

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

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

## Your Personal Tutor

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

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

First Year students will have meetings with their Personal Tutors in a small group with other students to discuss the programme as a whole and as well as individual meetings per term. However, students should not feel that these are the only times they can meet with their Personal Tutor if they have any academic or personal concerns they would like to discuss.

In Second, Third and Fourth Years, meetings with Personal Tutors will be less frequent, but students should always feel free to contact their Personal Tutor with any issues. During 'Meet Your Personal Tutor Weeks,' meeting with your Personal Tutor is compulsory.

It is important that Personal Tutors get to know their students well, so they can intervene early if something goes wrong academically or otherwise. Personal Tutors are normally experienced academics, and they can become very important supporters. Ideally, a personal bond develops as students and their Personal Tutors meet on a regular basis and Personal Tutors witness the student's

academic development as they mature intellectually. Keeping Personal Tutors informed about academic and personal development will also enable them to write convincing, supportive references.

If, for whatever reason, students have concerns about their Personal Tutor, they should notify their Year Tutor or the Student Liaison Officer.

### **Year Tutors**

Year Tutors provide assistance both to individual students within their year group as well as to issues which might affect the year group as a whole.

Year Tutors should be contacted by individual students if they have an academic or personal issue they would like to discuss, and their Personal Tutor is unavailable. They should also be contacted if you have missed an assessed work deadline or know in advance that you will miss one due to mitigating circumstances.

### **Mums and Dads scheme**

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

[www.imperialcollegeunion.org/mums-dads](http://www.imperialcollegeunion.org/mums-dads)

## **In your hall of residence**

If you are staying in Imperial accommodation, you will have access to a range of support within your hall.

All halls have a Hall Warden team who are responsible for looking after your wellbeing and maintaining a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They are on call every day outside of university business hours to provide support in emergencies occurring in your hall.

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls' activity fund.

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

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

More information and the latest guidance around accommodation can be found at:

 [www.imperial.ac.uk/study/campus-life/accommodation](http://www.imperial.ac.uk/study/campus-life/accommodation)

## Your Union

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

### Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.

 [www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

### Student representatives

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

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

 [www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

### Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the university and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body - do make sure you get in touch with them if there's something you would like to discuss or change.

## Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of life at Imperial, including your student records and enrolment (letter of registration for proof of your student status, transcripts and awards), fees and finance, accommodation and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub is on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.



 [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)

## Student Support Zone

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

 [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

## Centre for Academic English

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

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

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

Centre for Academic English

 Level 3, Sherfield Building, South Kensington Campus

 [english@imperial.ac.uk](mailto:english@imperial.ac.uk)


 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)


## Useful support contacts

### Health and wellbeing

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

### Imperial College Health Centre


 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 [imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net)

 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)


### **Imperial College Dental Centre**

 Prince's Gardens, South Kensington Campus

 020 7589 6623

 [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)


### **Student Counselling and Mental Health Advice Service**

 020 7594 9637

 [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)

 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)


### **Multi-Faith Chaplaincy Service**


 15 Prince's Gardens, South Kensington Campus

 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)

 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

### **Disability Advisory Service**


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

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)


 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)


### **International Student Support**

 020 7594 8040

 [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/)

### **Careers Service**

 Level 5, Sherfield Building, South Kensington Campus


 020 7594 8024


 [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)

 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

### **ICT and software**


ICT Service Desk

 Abdus Salam Library, South Kensington Campus

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

Software shop

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

## 10. Student Administration

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

The team are responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award. The 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

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

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:



[www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/)

### Student Records



+44 (0)20 7594 7268



[student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree Certificates



+44 (0)20 7594 7267



[certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

## 11. Work-life balance

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

### Imperial College Union

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

 [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

 [www.imperialcollegeunion.org/activities/a-to-z](http://www.imperialcollegeunion.org/activities/a-to-z)

### Move Imperial

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

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

 [www.imperial.ac.uk/ethos/memberships/students/](http://www.imperial.ac.uk/ethos/memberships/students/)

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)

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

 [www.imperial.ac.uk/sport/get-active/move-more-programme/](http://www.imperial.ac.uk/sport/get-active/move-more-programme/)

## 12. Student feedback and representation

### Feedback from students

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

Within the Department, module lecturers are keen to receive feedback on the pace and content of their modules. This is best done by a question or comment at the time or immediately after a class if attending on campus, or via the online forums, or the office hours, but in other cases this can be done through Student Year Representatives or the Student Departmental Representative. Third- and Fourth-year modules should also have a module representative who can act as a point of contact between students and lecturer. Constructive comments and suggestions should be made in good time, in order to benefit the current year as well as following years.

This year we will be piloting an innovative scheme that aims to monitor how students are faring on the programme. This will be a weekly short survey sent out to all year one students. It is a quick and easy way for you to share your thoughts and help us improve your overall experience here in the department.

The Student Liaison Officer, Undergraduate Senior Tutor and Director of Undergraduate Studies may also be approached if you would like to provide feedback on the programme. Please contact the Student Liaison Officer with any general feedback.

### Student representation

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



[www.imperialcollegeunion.org/representation/a-to-z](http://www.imperialcollegeunion.org/representation/a-to-z)

Departmental of Mathematics Academic Representative 2024-25 – [David Ye](#)

Departmental of Mathematics Wellbeing Representative 2024-25 – [Ariff Johan](#)

The Year Reps will be elected in October 2024 and this information will be [posted here](#).

### Staff-Student Committee

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



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

The Department of Mathematics has an active Staff/Student Committee that normally meets twice in Terms 1 and 2 and once in the Summer Term (Term 1 may only have one meeting depending on when elections take place). The Committee reviews academic and wellbeing issues; discusses various academic matters to do with the structure and operational running of the courses, as well as staff/student social interaction and wellbeing initiatives.

Minutes of the meetings are posted on Blackboard Maths Central.

## 13. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**  
The MEQ is your chance to tell us about the modules you have attended, including your BPES, Horizons and I-Explore modules. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.
- **Student Experience Survey (SES)**  
The SES is an annual survey which aims to gather feedback on a range of university services and on Imperial College Union. The survey seeks to understand your opinions on life at the university beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.
- **National Student Survey (NSS)**  
The NSS is an annual survey which asks you to rate a range of elements related to your student experience such as academic support, learning resources, and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

All surveys are confidential. The more you take part, the more representative the results so please take a few minutes to give your views.

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



[www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)



## 14. And finally

### Prizes

Each year prizes, both from the Department of Mathematics and external bodies, are awarded for good examination performances and outstanding projects. The Department also nominates students for College and prestigious national awards, in which they are often successful. More information on prizes can be found on Maths Central.

A reception for award winners is usually held on Commemoration (Graduation) Day.

### Alumni services

When you graduate you will be part of a lifelong community of over 250,000 alumni, with access to a range of exclusive benefits including:

- discounts on further study at Imperial and at Imperial College Business School
- an alumni email address
- networking events
- Library membership and access to a bank of online resources, webinars and events via our alumni platform Imperial Plexus
- careers support for up to three years after you graduate as well as networking opportunities and professional development events
- access to our Alumni Visitor Centre at the South Kensington Campus, a co-working community space with free Wi-Fi, a bookable meeting room and complimentary refreshments

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.

 [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)