IMPERIAL

Faculty of Natural Sciences

Department of Physics

MRes Machine Learning and Big Data in the Physical Sciences

Student Handbook

2024–25

Contents

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.

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

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

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

Our Principles

In 2012 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.

Welcome from the Early Career Researcher Institute

Welcome to Imperial and to the Early Career Researcher Institute!

The Early Career Researcher Institute works closely with Imperial College Union to enhance your experience and to ensure that when decisions are being made which affect your time at the university, your voice is heard.

Another important aspect of our role is to provide you with a free and exciting programme of professional development opportunities, delivered through a range of modes, so you can access these wherever you are in the world.

Our staff have a variety of research and other career experiences. Our professional development opportunities are designed to support you as you progress through your programme, but also to help you improve your personal impact, and be prepared for your chosen career, whether that is within academia, industry, government or something completely different!

Importantly, by attending our courses and workshops, you will meet students from other academic departments, enabling you to start building your research connections. We also deliver exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to have some fun!

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

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

Please note that the Early Career Researcher Institute was formerly known as the Graduate School. We are working hard to update all our resources with our new name, so please bear with us as we continue to work through this task. For now, you can find out more about us via the website:

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

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.

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
💻 imperialcollegeunion.org

Welcome from the Programme Director

Welcome to Imperial College! We hope you have enjoyable time during your year in London. The purpose of this handbook is to provide current students with a detailed description of the Machine Learning and Big Data in the physical sciences programme, including assessment and feedback mechanisms. This edition of the handbook applies to the academic year 2024-25. This programme has a relatively small number of students (in comparison to the undergraduate physics courses) and they have extensive access to the academic and research staff as well as support staff of the Department; students therefore should not hesitate to approach the Programme Directors or any member of staff for advice or assistance.

Academic and administrative staff

	David Colling		Blackett 505
	Programme Co-director		47816
			d.colling@imperial.ac.uk

	Nicholas Wardle		Blackett 539
	Programme Co-director		43419
			n.wardle09@imperial.ac.uk

	Postgraduate Administration Team		Blackett 319
			ph-pgt@imperial.ac.uk

Departmental Information

You can find more information at

The Department of Physics Website : https://www.imperial.ac.uk/physics/

The Machine Learning and Big Data MRes Website : https://www.imperial.ac.uk/physics/students/current-students/taught-postgraduates/machine-learning-big-data/

Attendance and absence

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

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

Attendance will be monitored by registers at selected lectures/practical sessions, by submission of coursework (assessed and non-assessed) and by registers at all examinations. Meetings with staff (for example, project supervisors, personal tutors) may also be used.

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:

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

Key dates 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:	05 May 2025
Spring Bank Holiday:	26 May 2025
Summer Bank Holiday:	25 August 2025

Please note that the Graduation ceremony will be held at the earliest date after the Examination board meeting is held. The Examination board meeting typically happens in October, after the end of the course and the Graduation ceremony is typically in May of the year following the end of your course.

If you hold a student visa, the type and amount of work outside of the course 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/

Programme Overview

The MRes "Machine Learning and Big Data in the Physical Sciences" will cover the methodologies and specific toolkits related to research involving large data sets. In particular the course will focus on the use of machine learning and data-science techniques in the acquisition, curation and analysis of extremely large datasets which are common-place in modern Physics research. The challenges faced in Physics in particular, combined with both the very large datasets and data rates generated continue to make the field a unique development ground for machine learning and more generally artificial intelligence.

Understanding the science behind these methods and how they can be deployed in real research is the main theme of the MRes. During the course you will learn the common tools used in research both within academia and industry, and how to apply those tools to real-life experimental data. During your project, you will work with and learn from world-leading experts at Imperial on cutting-edge Physics research within your chosen project topic. The techniques used in the Physical Sciences are widely applicable elsewhere in other sciences and in a wide range of industries and the demand for graduates skilled in these techniques for data science roles is growing. This course will expand on your Physics education by adding this highly desirable skill set and knowledge base to your capabilities.

The main component of this MRes is an extended project where you will carry out original research embedded in a research group. You will have the opportunity to work on cutting edge physics research topics, by using cutting-edge data science technologies to enhance that research. The project will be two thirds of the course, allowing you to fully engage with a research group within the Physics Department. Prior to the project you will have two compulsory core courses. One in the theoretical aspects of data analysis, statistics and machine learning and the other in the practical aspects of carrying out data analysis using commonly used packages.

Alongside these core aspects you will be able to choose two elective modules from physics or (if available) other departments that are appropriate to your project. One elective that has been designed specifically for students on this MRes is "Accelerated processing for big data analysis".

The MRes is designed to prepare you for jobs in academic research - in particular those areas in the physical sciences where large datasets are produced and analysed, and in data science in industry where machine learning solutions to quantitative analysis of data and the overall understanding that data are key.

Please see the MLBD MRes course page for up-to-date information about the course : https://www.imperial.ac.uk/physics/students/current-students/taught-postgraduates/machine-learning-big-data/

Learning Outcomes

Graduates will have a good theoretical and practical understanding of the approaches that can be used for data analysis including statistical and machine learning approaches. They will have carried out supervised original research using these techniques and will be capable of independent research in this area.

Please refer to the Teaching Toolkit for advice on the role and purpose of Intended Learning Outcomes (ILO):

www.imperial.ac.uk/staff/educational-development/teaching-toolkit/intended-learning-outcomes

Upon successful completion of the MRes, students will be able to

- Apply the underlying principles of data analysis behind complex statistical, and Machine Learning and data science techniques, and apply them in an independent research project.
- Use one or more appropriate Machine Learning/Big Data techniques, selected from a number of techniques learnt, to real research problems within the physical sciences, and justify their use.
- Use and/or develop software for analysis of large datasets.
- Independently plan, execute safely and report the results of an experimental or computational research project.
- Evaluate the results of the research project and critically compare them to theory.
- Use a range of resources including the internet and library for sourcing relevant literature and demonstrate the ability to critically review current research and write about in a scientifically appropriate manner.
- Read and understand research level (peer-reviewed) literature, in particular those in the field of Machine Learning and synthesize novel methods into their own research.
- Describe and clearly report research methodologies and findings to a range of audiences including peers and experts within the physical science area of their project.
- Interact constructively within an experimental research team, and logically defend their research outcomes within these teams.
- Manage their own learning and personal development, and to contribute to research teams in both the technical and industry focused activities.

Description of the Programme

Learning and Teaching Delivery Methods

The course will be a mixture of taught lectures, practical hands-on sessions and an extended research project.

Overall Workload

A minimum of 2250 hours.

- 1500 hours on the project
- 438 hours on the core modules
- Minimum of 312 hours on elective modules (up to 375 depending on module choices)

Subject knowledge will be taught by a mix of formal lectures, exercises, and practical work, including online classes for remote teaching where applicable, supported by independent study. The lectures will focus on the theory behind the machine learning and data science methods that you will learn how to apply during practical computer-based sessions. Class

sizes are expected to be around 50 for lectures, with smaller groups for tutorials and practical hands-on sessions. You will be expected to submit and present assessed work to demonstrate learning throughout the taught courses and formal examinations will be set by the end of the first term.

The supervised project work will comprise the largest portion of your study and will demonstrate your analytical and self-management skills, as well as your capacity to undertake PhD level research. The first part of this will be a literature review to identify the main themes and directions for your research project.

Your research will be conducted in groups of 1-2 students within one (or more) of the Physics department research groups. You will be expected to present regularly within these groups and attend research group activities such as seminars and group meetings where appropriate to develop your abilities as an independent researcher. At the end of the project, each member of your group will submit an individual written report and present your research.

To facilitate your data-intensive research, you will be provided with a laptop computer with the necessary programming software environments pre-installed. In addition, you will have access to video conferencing software on this computer.

Before the start of the course, online primer tutorials for those unfamiliar with programming in python will be made available. These can be worked through at your own pace before the start of the academic term and will not be assessed. Additionally, there are a number of short courses available through the Imperial College Graduate School on scientific research and programming skills to supplement the core taught modules, which you will be encouraged to take part in but are not assessed.

Programme Structure

Students study all core modules in the table below. PHYS70021 and PHYS70022 will run during Term 1. Available projects for PHYS70023 will be provided in the first week of term, and students will decide their preferences by the end of the 6th week of term. You will start your project at the start of Term 2, after submitting your literature review. The project will run for the remainder of the year, until the final report submission and viva in September.

Students choose one elective module from Group A, and one more elective module from either Group A or B. The electives should be chosen to support the topic area of the Research Project module. Some elective modules from other programmes (including those within the Department of Physics) are subject to availability.

Code	Module Title	Core/ Compulsory/ Elective/	Group	Term	Credits
PHYS70021	Statistical Methods for Experimental Physics	Core		1	7.5
PHYS70022	Practical Data Analysis and Machine Learning in the Physical Sciences	Core		1	10
PHYS70023	Research Project	Core		1 - 3	60

PHYS70071	Accelerated processing for big data analysis	Elective	B	2	5
	Any 5 Credit (ECTS) L6 or L7 module offered within the Physics (or Maths if appropriate) Department	Elective	B	1 or 2	5
	Any 7.5 Credit (ECTS) L6 or L7 module offered within the Physics (or Maths if appropriate) Department	Elective	A	1 or 2	7.5

FHEQ Level 6 or 7 elective modules from the Department of Physics courses list can be found at the following link: https://www.imperial.ac.uk/physics/students/current-students/undergraduate-and-masters-degree-courses-list/

The following modules hosted by the Department of Mathematics are available as elective modules for MLBD MRes students:

- MATH70013: Advanced Simulation Methods (Spring Term, 5 ECTS)
- MATH70073: Advanced Bayesian Methods (Spring Term, 5 ECTS)
- MATH70079: Introduction to Statistical Finance (Spring Term, 5 ECTS)
- MATH70083: Statistical Genetics and Bioinformatics (Spring Term, 5 ECTS)

There are limited places available on these modules, and any module taken from outside of the Department of Physics must be first be agreed to by the relevant course directors.

You will be added to a MS Team (using your imperial email address x@imperial.ac.uk). Please use the MS Team or your imperial email address for communication with the course leaders, tutors and the rest of the cohort.

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 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/pgt/
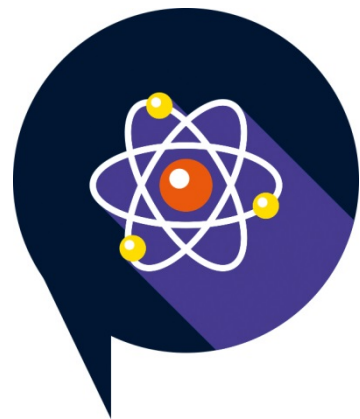
Student Shapers

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/

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/

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.

Throughout the first and second terms, you will be assessed continuously through coursework to demonstrate your understanding of the material and capability in the technical & computational aspects of data analysis. You will sit formal written examinations based on material learned in the "Statistical Methods for Experimental Physics" course and any elective modules taken during the first and second terms.

During the second and third terms, and over the summer, the time will be focussed on the application of the knowledge gained to real-world physics research projects and will be supported by optional taught modules to be chosen from the relevant area(s) of physics to the project. Your understanding and abilities will be assessed through a literature review due towards the end of the first term, a written report by the end of the project and an oral examination (in the form of a poster or slide-based presentation) during the third term.

Your independent research project will be assessed formally through a written literature review, which you will submit by the end of term 1, before you start working with your supervisor and research group. In addition, you will be assessed through a presentation of your research in the form of a poster or oral presentation to your peers at the end of the project, and finally based on a written report (around 8,000-10,000 words) of your research. You will also be assessed during the project by your supervisor on your engagement with the research group that you will be attached to – you will be expected to attend any regular seminars of the group, engage in discussions around the research with PhD students and/or post-doctoral researchers within the group – and your ability to manage your time effectively during the project. This is intended to ensure you take full advantage of working with world leading researchers at the forefront of their research areas.

The exact ratio between written examination and coursework assessment depends on your elective module choices. The table below is however a typical representation of the breakdown.

Written exams	15%
Practical & coursework (including written assessments)	18%
Project (including written report, continuous assessment, literature review and presentation)	67%

The timetable below indicates the expected deadlines for the core assessments throughout the course. Please note that exact dates are subject to change.

MLBD MRes Assessment Timetable for Core Modules

This Timetable gives an indication of assessments hand out and deadline dates throughout the year

	Term 1											Term 2			Term 3 / Summer	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 1	Week 3	Week 11		
PHYS70021 (hand-out)			A1		A2			A3		A4					June - Exam	
Statistical Methods for Experimental Physics (deadline)				A1		A2			A3		A4					
All assessments (A) deadlines for PHYS70021 are on Thursday at 5pm																
PHYS70022 (hand-out)		MP1			MP2			MP3		MP4						
Practical Data Analysis and Machine Learning in the Physical Sciences (deadline)				MP1			MP2			MP3		MP4				
Mini-project (MP) deadlines for PHYS70022 are on Monday at 5pm																
PHYS70023 (hand-out)							Literature Review								July - Final Report & Viva	
Research Project (deadline)						Project Selection						Literature Review			Sept - Final Report	Sept - Viva Presentation
												Continuous assessments (CA) for PHYS70023 in Term 2 & 3 do not require student submission			Continuous assessments (CA) for PHYS70023 in Term 2 & 3 do not require student submission	

Key	
Hand-out	
Deadline	

Imperial has policies and procedures to the 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/

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

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/

Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

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

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/

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.

Imperial requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Early Career Researcher Institute's website:

🖥 www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/

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

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 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, contract cheating, purchasing essays or other materials 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

👤   David Colling

👤   Nicholas Wardle

👤   Alan Heavens

👤 Gavin Davies

👤 Alex Tapper

External Examiners

👤 Nikolaos Konstantinidis, UCL

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/

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 from your department.

# 5.	Location and facilities

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

Your main location of study will be:

South Kensington Campus
London SW7 2AZ

Facilities

Computer access and printing is available at Blackett level 3 computer lab and the Central Library on level 2. The Department's postgraduate office is located at Blackett 315 and open Monday to Friday 9:00 – 17:00.

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/

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

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

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/ 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/?

If you are enrolled on a one-year full-time postgraduate programme, you are permitted to work full-time during the university Christmas and Easter closure period, as well as after the official course end date. Please note that one-year full-time postgraduate students are not considered on vacation during the summer months. You can only work full-time during the summer if you are undertaking an assessed work placements that is a formal part of your programme.

💻   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 supervisor or Personal/Senior Personal Postgraduate 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 part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

7. Health and Safety

Keeping you safe is a top priority for us. 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/

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/

Your Departmental safety contact is:

👤 Stefan Hoyle

📍 Room 518, Sir Alexander Fleming Building

📞 7872 850018

✉ fonssafety@imperial.ac.uk

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

- Introduction to Safety
- Fire and Safety Awareness
- Month One Safety Training

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/

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

Occupational Health requirements

Imperial's Occupational Health Service provides services to:
- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

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

💻 www.imperial.ac.uk/occupational-health

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

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

Academic Feedback Policy

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

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

The course begins with a practical module on machine learning programming, and one on statistics and machine learning theory. Both of these modules are continually formatively assessed through fortnightly mini-projects with a short written report (for the practical module) and fortnightly problem sheets and a written examination (for the theory module). Feedback will be provided at the earliest of two weeks from submission/completion for these.

Your research project will be informally formatively assessed throughout the second and third terms through feedback from your research groups and project supervisor to ensure the research project is progressing as expected.

Please note that your examination scripts once completed belong to the university under the General Data Protection Regulations (GDPR). Please see the Imperial GDPR webpages for further information at:

💻   www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/guidance/guide-2---exam-records/

Provisional Marks Guidance

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

IMPERIAL

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

If you submit late due to mitigating circumstances, the cap on your mark may be lifted if a claim for mitigating circumstances is accepted. Please see below.

Mitigating Circumstances

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

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at https://www.imperial.ac.uk/physics/students/current-students/taught-postgraduates/

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

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

Academic Misconduct Policy and Procedures

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

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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the 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

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 students' 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

Mutual Expectations

The mutual expectations document provides a suggested starter list of expectations that master's students and their project supervisors might expect from each other. It is designed to facilitate conversations to establish effective partnerships and it is recommended that the document is discussed at the first meeting between a main project supervisor and a new student. It should be

noted that this is not exhaustive, and that departments may have variations in roles and responsibilities; supervisors should be aware of any such variations and will feed this into their discussions with students. Further, it is recognised that supervisors may not always be best placed to meet all the expectations laid out in the document, but should be aware of who, in their department, can. Students and project supervisors are encouraged to discuss, tailor and personalise the document further to suit. It is also recommended that students and their project supervisors re-visit the document throughout the duration of the project.

The Mutual Expectations document is available here:

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

Academic Appeals Procedure

We have rigorous 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

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.

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

📔 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/

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/

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

📔 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/

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-Prospective-Students.pdf

9. Wellbeing, support and advice

In your department

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

Your Personal Tutor

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

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

The Postgraduate tutor in the Physics Department is Dr Robert Forsyth (Email: ph.pgt-tutor@imperial.ac.uk) who is available to discuss any matter, personal and academic, in confidence.

Departmental Disability Officers

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

Your Departmental Disability Officer is: **Mery Fajardo**
Email: m.fajardo@imperial.ac.uk

More information on Departmental Disability Officers is available at:

    www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/

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

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

Postgraduate coaching

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

📋 www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/

Attributes and Aspiration Short Course

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

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

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

Your Union

All Imperial students automatically become members of Imperial College Union when they register at the 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

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

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

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

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 STEMM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the resources you need wherever you need them. These resources are the result of close collaborations with departments and so will meet your communication needs for Imperial written and spoken course assignments.

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

Centre for Academic English

📍 Level 3, Sherfield Building, South Kensington Campus

✉ english@imperial.ac.uk

💻 www.imperial.ac.uk/academic-english

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

💻 www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre

📍 Prince's Gardens, South Kensington Campus

📞 020 7589 6623

💻 www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service

📞 020 7594 9637

✉ counselling@imperial.ac.uk

💻 www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service

📍 15 Prince's Gardens, South Kensington Campus

✉ chaplaincy@imperial.ac.uk

💻 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

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

📞 020 7594 9755

📧 disabilities@imperial.ac.uk

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

International Student Support

📞 020 7594 8040

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

Careers Service

📍 Level 5, Sherfield Building, South Kensington Campus

📞 020 7594 8024

📧 careers@imperial.ac.uk

💻 www.imperial.ac.uk/careers

Accommodation

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

📍 Level 3, Sherfield Building, South Kensington Campus

📞 020 7594 3300

📧 accommodation@imperial.ac.uk

💻 www.imperial.ac.uk/students/accommodation/prospective/pg/

💻 www.imperial.ac.uk/students/accommodation/private-accommodation/

ICT and software

ICT Service Desk

📍 Abdus Salam Library, South Kensington Campus

📞 020 7594 9000

💻 www.imperial.ac.uk/ict/service-desk

Software shop

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

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/

Student Records
📞   +44 (0)20 7594 7268
✉   student.records@imperial.ac.uk

Degree Certificates
📞   +44 (0)20 7594 7267
✉   certificates@imperial.ac.uk

11.　　Work-life balance

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

Imperial College Union

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

🖥 www.imperialcollegeunion.org/about-us

🖥 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/

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

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/

12.   Student feedback and representation

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.

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

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

13.   Student Surveys

Your feedback is important to your department, university and Imperial College Union. Whilst there are a variety of ways to give your 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. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.

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

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

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

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