

# IMPERIAL

**Centre for Higher Education  
Research and Scholarship**

**Postgraduate Diploma in  
University Learning and Teaching**



**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.

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 60 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.

## 1. Introduction to the Department

### Welcome from Kate Ippolito, Director of Postgraduate Studies



It is my great pleasure to welcome you onto Imperial College's MEd in University Learning and Teaching (ULT) and I look forward to working with you during your studies. Our current ULT programme came into being in 2011. Since then over 400 Imperial staff have taken the PG Cert ULT, with many of them continuing to study at Diploma or MEd level. Our aim is that all our graduates will be well equipped to make an enhanced contribution to teaching, learning and educational leadership throughout their careers at Imperial and beyond. Many of our graduates take on programme or module leader roles, act as year leads or directors of undergraduate/postgraduate studies, or have other roles that contribute broadly to student learning. In addition, students and graduates of our programme often feature prominently in the lists of departmental and faculty teaching awards, the ICU Student Academic Choice Awards, and at the College level, the President's Awards for Excellence.

The MEd in ULT is very well aligned to Imperial's Learning and Teaching Strategy. Our tutors were involved in developing the strategy and our programme is designed to help Imperial teaching staff to develop educational understanding and approaches required to enact the strategy. Given the increased institutional focus on strategic educational decision-making, MEd graduates will be well-positioned to take a lead on associated curriculum review and development.


For more details on the College's Learning and Teaching Strategy see:

<https://www.imperial.ac.uk/about/education/our-aims/>




The ULT programme was reviewed both internally in 2021 and externally in 2014 and was rated as excellent. Student evaluations and the external examiners' reports consistently comment in particular on the high quality of feedback and support we provide. We believe an increased understanding of teaching and learning is beneficial to the experience of both staff and their students and work to model good practice throughout the programme. Each student has a personal tutor, and there are opportunities for you to give feedback to us throughout the programme, and via a staff-student liaison committee. You should also feel free to approach a member of staff at any time with any issues or concerns. We look forward to working with you in the year ahead, and hope you will find your programme both interesting and useful.

## Academic staff



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## **Departmental Information**


[Educational Development Unit | Staff | Imperial College London](#)

## 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.

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](http://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

<http://www.imperial.ac.uk/whats-on/>

<https://www.imperial.ac.uk/graduation>

## 2. Programme information

### Programme Outline and Structure

This programme, aimed at Imperial College London and associated staff, is a three-stage practice-based approach study of learning and teaching in the University setting. While focusing on the Imperial perspective, it uses this common starting point to engage participants in a scholarly study of the field of education. The aim is to facilitate a critical engagement with both generic and discipline specific educational theory and literature with a basis in the participants' need and practice to ensure relevance and utility.

This applied, work and evidence-based approach to learning and teaching provides participants, who are often experts in their own primary discipline, with an introduction to educational language, literature and theory. It does not attempt to produce experts in education but to help participants to take an evidence-based critical approach to engaging with the field of education as informed experts from other academic fields.

### A three-stage programme: University Learning and Teaching

The MEd in University Learning and Teaching is designed as a flexible three-stage programme, meaning you can complete one, two, or all three stages of the programme. The first stage is a Postgraduate Certificate (PG Cert), that develops students as reflective practitioners. The second stage expands students' knowledge of teaching beyond their personal experience by critical engagement with wider generic and disciplinary educational theory. Together these two stages comprise the Postgraduate Diploma (PG Dip). The last stage offers training and support in educational research and allows students to investigate and inform their practice through completion of an MEd research project. Completion of all three stages results in the full Master's degree (MEd) in University Learning and Teaching.

### Programme Aims

The programme aims to:

- professionalise and recognise teaching and the support of student learning in all who undertake such roles at Imperial;
- offer a scholarly, evidence-based, practice related approach to professional development in learning and teaching up to the full Master's degree;
- attract highly motivated individuals who want to further their understanding and practice of teaching and learning in their personal and disciplinary context;
- enhance the ability of participants to:
  - reflect on their own teaching and learning;
  - search and read educational literature, critically engaging with it, judging its value for their own personal and disciplinary context;
  - carry out meaningful small scale educational enquiry projects;
- think creatively, from an evidence base, about education within and beyond their own practice;
- offer a foundation from which participants will be able to make, with confidence, a significant contribution to their institution, and the wider HE sector, in the area of learning and teaching.

## **UK framework for higher education qualifications - qualification descriptors**

The programme is a Level 7 qualification under the *QAA UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards (October 2014)*

The following are descriptors for level 7:

### **Master's degrees are awarded to students who have demonstrated:**

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

### **Typically, holders of the qualification will be able to:**

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

**And holders will have** the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable situations;
- the independent learning ability required for continuing professional development.

## Programme Learning Outcomes

### **On completion of the PG Cert, participants will be better able to:**

- constructively appraise their own and others' teaching practice and/or support for learning;
- critically reflect on teaching and learning in light of relevant educational principles and practice;
- evaluate a range of teaching and learning approaches and judge their effectiveness within different educational settings;
- develop teaching and learning that is informed by reflection on practice and educational principles.

### **On completion of the PG Dip, in addition to the learning outcomes above, participants will be better able to:**

- recognise the relevance of key educational concepts, theories, contextual issues and policy in higher education;
- critically engage with educational ideas and theories through the literature;
- take a theoretically informed approach to critically reflect upon educational practices and their impact on student learning;
- demonstrate effective writing in an educational style and context.

### **On completion of the MEd, in addition to the learning outcomes above, participants will be able to:**

- critically assess appropriate use of educational research methods;
- utilise a critically informed in-depth understanding of relevant educational theory to inform the development of an appropriate research question and design;
- use appropriate research methods for a meaningful, small scale, contextually relevant educational enquiry project.

The full MEd ULT programme specification can be found at:

[www.imperial.ac.uk/staff/educational-development/programmes/](http://www.imperial.ac.uk/staff/educational-development/programmes/)

The programme's competency standards documents can be found at:

[www.imperial.ac.uk/staff/educational-development/programmes/pg-cert-ult/](http://www.imperial.ac.uk/staff/educational-development/programmes/pg-cert-ult/)

## **Learning and teaching strategy**

**This Master's programme is based in participants' educational practice. It utilises a variety of educational methods to develop them as reflective practitioners and theoretically informed critical scholars capable of relevant educational research.**

All aspects are enhanced by participants actually 'doing' them, reflecting and learning from this and then re-integrating their learning and the theoretical component with their actual practice. The intended learning outcomes are addressed through a combination of teaching and learning methods.

## **Scheduled learning and teaching methods**

- Interactive lectures
- Flipped classroom
- Team-based learning
- Practical work and exercises
- Reading and writing in an educational paradigm
- Active participation in seminars
- Work-based situated learning
- Supervision
- Literature-based and empirical research projects
- Self-directed study, supported as appropriate
- Peer-observation and peer-assessment (e.g. student-led mock ethics panel)

## **Synchronous and asynchronous online and blended learning methods**

- Blackboard used as a central information hub, including the provision of advance and additional material, and as a point of submission of assessed work.
- Use of synchronous and asynchronous online and blended learning as appropriate (e.g. modelled through Digital Learning module).

Use of Panopto for flipped classroom preparation and video-based feedback.

## **Provision for accrediting of prior learning (APL) or qualifications in Education.**

Students who may have completed a PG Cert in education or teaching and learning in another institution and who wish to join the MEd ULT at Diploma level are encouraged to contact the Programme Director, Monika Pazio Rossiter ([m.pazio@imperial.ac.uk](mailto:m.pazio@imperial.ac.uk)), to discuss their transfer.

Please note that if you are joining the MEd in ULT programme having been awarded the PG Cert at another institution, to receive a qualification from Imperial you will need to complete the full MEd in ULT. You cannot exit after the Diploma stage with an award of the College because, in accordance with the [Accreditation of Prior Learning regulations](#), you need to have completed at least 2/3 (i.e. 60 ECTS) of your Master's qualification at the awarding institution.

## Roles and responsibilities

### EDU staff

The EDU academic staff are responsible for the programme design and delivery of the modules and seminars you attend as part of the programme, as well as any learning resources which are distributed to you. Individual tutors are responsible for providing you with feedback on any assignments for modules which they have run. You may ask for advice and further information from your tutors/supervisor, and they are available for face-to-face meetings and telephone conversations, and will respond to your e-mails as soon as they can. In addition, a personal tutor is assigned to every student.

### Students

It is your responsibility to make a note of the dates, times and locations of seminars that you should attend. You are responsible for meeting assignment deadlines, or discussing extensions in advance of deadlines with your tutor. You are also responsible for arranging your teaching observations in good time, and for ensuring all submitted work is your own and that you have abided by the guidelines on plagiarism. The primary responsibility for managing your progress through the programme rests with you – however, email reminders will be sent about deadlines and other requirements and you are encouraged to contact the staff if you have any questions or queries.

## Attendance and engagement

Full attendance at all scheduled Master's in ULT sessions, including online sessions, is expected. Students may find successful completion of the assignments very challenging if they do not attend the taught sessions. If students are unable to attend it may be recommended that they postpone their entry on to the programme until they are able to commit to the time. Should you have any problems attending any part of programme, you are expected to contact the Programme Director.

For online sessions we expect the same level of contribution as normally expected in in-person sessions. This includes:

- Engaging with the suggested pre-reading or pre-recorded lectures/videos
- Engaging in the activities associated with the pre-reading or the videos, be it self-reflection, participation in discussions or debates, group or individual activities
- Participation in the online session, ideally with cameras on

We will normally record appropriate aspects of online sessions, whilst respecting participants' right to have open discussions without being recorded. Please be aware that lack of engagement with the online provision will put you at a disadvantage when comes to writing your assignments, so please make sure you do whatever you can to contribute.

Whilst experience shows us that interaction is well supported by people having their cameras on, especially in small group discussions, we are aware that this might not always be possible. Similarly, please make use of the Chat function if you'd prefer not to speak out loud online.

Should you fail to attend or engage with the programme in the ways described above, you will be required to meet with the programme director to discuss your continuation on the programme.

## Programme fees

This programme is designed as professional development for all those who teach Imperial students, and as such is free for Imperial staff and those who provide substantial teaching to Imperial students.



## Changes to registration status

### Interruption of Studies

If you need to take a temporary break from your studies due to health-related, financial or other personal circumstances, you may want to take an interruption of studies (IoS). This would normally be for a period of 12 months and should be requested whilst programme teaching is still in progress. Please contact Kate Ippolito if you wish to discuss whether this would be a helpful option for you. For guidance on IoS see:

[www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status)

### Pausing between stages in the programme

The Master's in ULT programme is designed to be flexible and, as such, it is possible to pause between a stage of the programme (i.e. between the PG Cert and PG Dip, or between the PG Dip and MEd stage). You will be emailed during the summer term to ask if you wish to continue directly to the next stage of the programme, pending a satisfactory assessment outcome.

### Completing your course over two years

In line with Imperial's Single Set of Regulations, the maximum period of registration on the Master's in ULT is normally 48 months. The PG Cert and PG Dip stages of the ULT programme are designed to be completed in one year each, but the programme flexibility allows for the final MEd stage to be taken over two years if needed. However, experience shows us that those who complete the MEd stage within a year tend to better maintain their engagement with the programme. We therefore encourage all students to complete it within the normal one-year period where possible, using the option of two years as a backup if necessary.

If you would like to spread over the MEd over two years, you should first discuss this with your supervisor. If they agree that this is the best course of action for you, you will need to complete a form to action this – please contact [medult@imperial.ac.uk](mailto:medult@imperial.ac.uk) for details.

Note that your registration extension is not confirmed until this form has been submitted and you have received confirmation from the course team that your end date has been updated with Registry. To allow for this, the form should be submitted at least one month before the final submission deadline.

### General course reading

You will be directed to specific reading through the MEd in ULT and, as the programme progresses, will be increasingly expected to explore the field for yourself. You will find links to Leganto reading lists for each stage of the MEd on Blackboard Learn.

A number of useful educational texts are available as e-books and recommended Education Journals via the Imperial College Library: <https://www.imperial.ac.uk/admin-services/library/subject-support/education-and-teaching/>

## Discipline-specific reading

This list of educational journals is not exhaustive but may provide a useful starting point for exploring the discipline-specific educational literature:

Natural Sciences	Education and Computing
Biochemical Education	Education for Chemical Engineers
Biochemistry and Molecular Biology Education	Electronics Education
Chemical Education	Engineering Education
International Journal of Science and Mathematics Education	Engineering Science and Education Journal
International Journal of Science and Technology Education Research	European Journal of Engineering Education
International Journal of Science Education	International Journal of Mechanical Engineering Education
Journal of Mathematics Teacher Education	Journal of European Industrial Training
Journal of Science Education and Technology	Journal of Geoscience Education
Journal of Science Teacher Education	Medicine
Journal of STEM Education Innovations and Research	Advances in Health Sciences Education
Journal of Technology and Science Education	Advances in Medical Education and Practice
Microbiology Education	BMC Medical Education
Physics Education	Health Education Journal
Research in Science Education	Health Education Research
Science Education	International Journal of Medical Education
Science and Education	Journal of Medical Education and Research
Studies in Science Education	Medical Education
Engineering	Medical Teacher
Computer Education	Perspectives on Medical Education
Computers and Education	The Clinical Teacher

## 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.

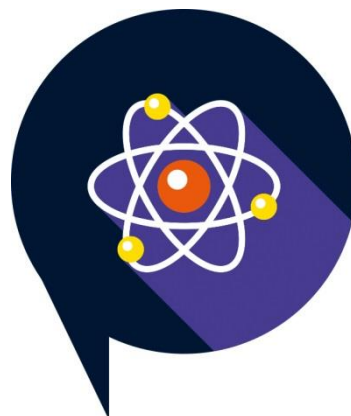
Current feature highlights:

- '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/](http://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/](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/)

### 3. Postgraduate Diploma in University Learning and Teaching

#### Structure and outline

Our programme divides the full Master's into three equal 30 ECTS credit stages. Completing the PG Cert (or an equivalent qualification elsewhere) gives you 30 ECTS units worth of 'credit'. The PG Diploma in ULT adds a further 30 ECTS units worth of study bringing the ECTS unit 'credit' up to the 60 ECTS units required for a Diploma. Should you decide to continue to the full Master's a further 30 ECTS worth of study is necessary, bringing the total to the required 90 ECTS credits.

The PG Diploma year comprises 30 ECTS units worth of study, where each unit represents a notional 25 hours study time. The PG Diploma therefore involves 750 hours of study, made up of face-to-face contact in workshops, seminars and supervision and also as self-study and preparation of assignments etc.

This is a significant commitment, especially given that you will be engaging with a new academic field and a different literature than you may be used to in your own primary discipline. This also requires some continuity and therefore the PG Diploma would normally be completed within one academic year, with two taught weeks, each with associated assignments, and a significant supervised library project.

*"I thought this was a really well thought out curriculum. I really enjoyed the way that our role as learners and as peer teachers was weaved into it and alternated to achieve an experiential way of teaching. It is inspiring to see learning delivered in this way" (former PG Diploma student).*

#### PG Dip Learning Outcomes

On completion of the PG Diploma, in addition to the PGCert ULT learning outcomes, participants will be better able to:

- recognise the relevance of key educational concepts, theories, contextual issues and policy in higher education;
- critically engage with educational ideas and theories through the literature;
- take a theoretically informed approach to critically reflect upon teaching practices and their impact on student learning;
- demonstrate effective writing in an educational style and context.

## Teaching Schedule

<b>Module 1: Engaging with Educational Literature</b>	Core sessions: Thursday 12 <sup>th</sup> - Monday 16 <sup>th</sup> September 2024 Elective sessions: 27 <sup>th</sup> September 2024 to 15 <sup>th</sup> October 2024
<b>Module 2: Writing Critically in Education</b>	Core sessions: Monday 6 <sup>th</sup> - Wednesday 8 <sup>th</sup> January 2025 Elective sessions: 15 <sup>th</sup> to 24 <sup>th</sup> January 2025
<b>Module 3: Library Project</b> Progress review seminar 1	Tuesday 1 <sup>st</sup> April 2025 (10.00-13.00)
<b>Module 3: Library Project</b> Progress review seminar 2	Friday 6 <sup>th</sup> June 2025 (10.00-13.00)

## Formative assessment and feedback

In the PG Diploma, students receive informal formative feedback on their participation in the taught week activities and tutors provide detailed formative feedback on drafts of Assignment 1, Assignment 2 and the Library Project. Formative feedback happens in the form of feedback dialogues. In practical terms this means that students receive comments on their drafts that are later discussed in greater detail with the tutor. Such an approach allows for a richer feedback experience and helps to better develop feedback literacy. As part of the dialogues, students are required to reflect on their drafts to guide tutors as to which aspects specifically they would like feedback on and discuss feedback action plans as a result of the dialogue. Initial feedback will normally be given within two weeks of submission, followed by a face-to-face meeting. Students will also receive formal feedback on their summative work. This will identify both strengths and areas for improvement and should be fed forward and used to inform subsequent work. There will also be the opportunity to give and receive peer feedback during the seminars and on assignments.

## Summative Assessment

Summative assessment is by submission of three assignments, approximately five weeks after each of the core teaching. The Engaging with Educational Literature module assignment assesses critical reading of educational literature, while the Writing Critically in Education module assignment assesses critical writing in an educational style. Assignments 1 and 2 will be completed in order, the critical reading task first, before the critical writing task, and both of these before the Library Project.

The major piece of summative assessment for the PG Diploma is the Library Project. This individually negotiated piece of work is supported by an allocated tutor and summative assessment is by submission of an individual report of 7,000 (+10%) words. Assignments 1 and 2 and the Library Project will be marked against the marking criteria associated with each piece of work, as provided in this handbook. Please refer to the assessment criteria closely whilst planning and writing your assignments.

The award of PG Diploma is unclassified with students achieving a 'commended' or 'not yet commended' mark based on a mark over or under the 50% pass mark respectively. Although the Diploma is unclassified, Assignment 1 and 2 and Library Project are given a percentage mark and this is used to help determine the final classification for those that continue to the MEd level (which is a classified qualification).

## Submission deadlines and penalties

All assignments should be submitted via Blackboard by the deadlines shown below. Failure to submit will result in failure of the module and resubmitted assignments will be capped at 50%.

PG Diploma assignment	Draft submission deadlines	Students receive feedback on drafts	Final submission deadlines
<b>Assignment 1</b>	21 <sup>st</sup> October 2024 at 10.00	4 <sup>th</sup> November 2024	25 <sup>th</sup> November 2024 at 10.00
<b>Assignment 2</b>	17 <sup>th</sup> February 2025 at 10.00	3 <sup>rd</sup> March 2025	17 <sup>th</sup> March 2025 at 10.00
<b>Library Project</b>	19 <sup>th</sup> May 2025 at 10.00	2 <sup>nd</sup> June 2025	2 <sup>nd</sup> July 2025 at 10.00

## Course organisation and online provision

The course consists of core sessions that every student is expected to take at the same time during the core teaching weeks (September for module 1 and January for module 2), and elective sessions spread over the month after the core teaching, which students can choose according to their interests. You are expected to attend 2 elective sessions for each of the modules. You are welcome to attend all sessions if you wish and you will be asked to make your choice at the start of the programme. You can find session descriptions in the discussion of modules below.

We have planned the course with flexibility in mind and opted for a blended approach. Therefore, this year will be a combination of in-person sessions and online provision.

The core teaching for module 1 and module 2 will take place in person. Optional sessions will be delivered either in person or remotely. Remote sessions will be delivered in either synchronous (real time), mixed (real time and own speed) or fully asynchronous mode (at own speed). Please check session descriptions to check which sessions are delivered online and which face to face.

## Organisation of online content and activities

Your learning will be organised around two main platforms (bringing other technologies to these):

- Blackboard
- Microsoft Teams

### Blackboard

Blackboard will be the space where all the content, instructions, pre-reading tasks, assessment and Leganto reading lists will be stored. This is also where we will link to interactive aspects of the online sessions. Content will be presented in the form of reading or mini lectures followed up by interactive elements. Formative and summative assignments will also be submitted via Blackboard.

### Microsoft Teams

Teams is where all the synchronous elective sessions will take place. Tutors will bring other interactive technologies to the sessions but this will be done via Teams.

You will have one Team per module:

- Engaging with Educational Literature
- Writing Critically in Education
- Library Project

Within your module Team you will have the following channels:

**Session channels** – a channel with a session name for online delivery.

**Common room** – this is a student space for you to continue discussions. You are more than welcome to start your own groups outside of this space but equally welcome to 'socialise' here.

**Questions channel** – please use this channel to ask any questions you might have about the module, the programme or the sessions.

**General channel** – this channel will be mostly used for administrative purposes, i.e. adding participants and channels.

**Some tips:**

- If you are asking a specific question to the course leader or to a member of the teaching team (or a fellow participant), please make sure you tag that person in the question using the @ symbol. This way they are more likely to notice it.
- Make sure you enable channel notifications. This will make it easier for you to stay up to date with discussions in the channels.
- Feel free to use the chat function for private conversations or for pair tasks, these are private and will not be visible to the tutors. Chat is also where you can make video calls that will be private.
- Please join the live session with your microphone muted to minimise disruption.
- Please use the hands up function if you would like to speak in live sessions and remember to unmute your microphone.



## Engaging with Educational Literature module (module 1)

The module comprises about 30 hours of teaching and group activities aimed at:

- introducing the PG Diploma structure and expectations;
- enabling students to search educational bibliographic indexes and select appropriate literature;
- developing approaches to critical reading of educational literature;
- critically examining the relevancy of educational theories such as behaviourism, constructivism and social learning theories;
- modelling different teaching and learning strategies.

*“Hearing other people's opinions about the pre-reading. This really helped to either reinforce concepts that I'd struggle with alone, or else clarify things I'd misunderstood” (former PG Diploma student).*

### Intended Learning Outcomes:

On successful completion of this module (including any required reading) you will be better able to:

1. recognise key educational theories of learning (behavioural, cognitive and socio-cultural) and their distinguishing characteristics;
2. critically engage with these theories and discuss their relevance in your own disciplinary and personal context;
3. recognise important differences between the bio-medical/scientific and the social science paradigms and that these are reflected in literature's use of evidence and language;
4. use literature search tools to select appropriate sources, and apply correct referencing;
5. critically engage with the educational literature, demonstrating an awareness of a range of appropriate literature;
6. conceptualise and articulate the connections between education theory, literature and practice in higher education.
7. critically reflect on and evaluate own and other's teaching practices, and identify developments.

*“Varied presentations, pauses, flexing into discursive time for the group to 'digest'. Team based learning on Day 1 to establish a community.” (former PG Diploma student).*

This week includes formatively assessed tasks and activities that build towards a summatively assessed piece of work designed to develop and assess critical reading of educational literature in the light of personal experience and disciplinary context. You will be given a choice of how to approach demonstrating the necessary skills – either in a written form via an essay or via an oral presentation.

## Engaging with Educational Literature module timetable (teaching week 1)

Module/Date	Delivery mode/time	Session title	Tutor
<b>Pre-course</b>	Asynchronous	Plagiarism course	Graduate School
<b>Core Module 1 Engaging with Educational Literature</b> <b>Thursday 12<sup>th</sup> September</b> (CHEM 637)	9.30-10.15	Welcome to Diploma	Mark Anderson
	10.15-13.00	Engaging with Educational Literature	Martyn Kingsbury Mark Anderson
	14.00-16.30	'Learning as behaving' and 'Learning as thinking': A Team-based Learning (TBL) Approach	Kate Ippolito Iro Ntonia
	16.30-17.00	Wrap up	Mark Anderson
<b>Core Module 1 Engaging with Educational Literature</b> <b>Friday 13<sup>th</sup> September</b> (CHEM 637)	9.30-12.00	Reading Critically in Education	Tiffany Chiu Martyn Kingsbury
	13.00-15.30	Learning as Interacting	Kate Ippolito Jo Horsburgh
	15.30-17.00	Setting up Journal Club and wrap up	Mark Anderson
<b>Core Module 1 Engaging with Educational Literature</b> <b>Monday 16<sup>th</sup> September</b> (BLACKETT 539)	9.30-10.15	Preparation for Journal Club	Mark Anderson
	10.15-12.00	Journal Club	All
	13.00-15.00	Preparation for Assignment 1	Mark Anderson
	15.00-16.00	Development session	All

<b>Elective sessions*</b> 27 September – 8 October	Asynchronous	Biological Basis of Learning	Iro Ntonia
<b>Elective sessions*</b> Tuesday 1 October	Asynchronous and synchronous (remote) 14.00-16.00	Learning as Belonging	Mark Anderson Julianne Viola
<b>Elective sessions*</b> Friday 4 October	10.00-12.00	Learning, Language and Culture	Monika Pazio Rossiter Richard Bale
<b>Elective sessions*</b> Tuesday 15 October	Asynchronous and synchronous (remote) 14.00-16.00	Learning as Collaboration: Navigating the Potential of AI in Education	Tiffany Chiu Monika Pazio Rossiter

Administrative/welcome session	Skills – reading educational literature	Educational theory into practice	Student-led sessions
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## **\*Elective sessions**

You will be asked to choose two elective sessions. The purpose of those sessions is to broaden your knowledge of areas of your choice and allow you to make links to concepts and ideas, which is one of the criteria for all of the assessments. You are more than welcome to attend more than two and you will be asked to declare your choice at the start of the programme. Please see a brief description overleaf to help you make your choice.

### **Biological basis of learning**

27 September – 8 October 2024 (asynchronous, you will be asked to complete the session during this time)

Tutor: Iro Ntonia

This session explores the biological underpinning of the process of learning using neuroscientific principles, concepts and models. We will look at how the cognitive process of learning develops in the brain, and we will also examine the application of neuropsychological models of learning on our understanding of individual variability. Using neuroscientific evidence, we will explore how to design more inclusive learning environments and the impact learning design might have on the individual learning process.

### **Learning as belonging**

Tutors: Julianne Viola, Mark Anderson

1 October 2024 14.00-16.00 (mixed format – the live session will be building on the pre-session work)

Mix of group discussion and teacher-led session. Critical engagement with educational literature, theory, and research on 'belonging', including reflections on Imperial context.

## **Learning, language and culture**

4 October 2024 10.00-12.00 (in person)

Tutors: Richard Bale, Monika Pazio Rossiter

HE institutions are becoming more and more internationalised. This process is further accelerated by the popularisation and accreditation of online learning. This creates challenges as well as opportunities for educators to operate in dynamic, complex, intercultural contexts where staff and students' cultural and linguistic backgrounds interact and impact on students' learning. This session will explore the relationship between language, culture and learning. You will have an opportunity to reflect on your own cultural background and use of language, and consider how you can better support students coming from international contexts.

## **Learning as Collaboration: Navigating the Potential of AI in Education**

15 October 2024 14.00-16.00 (mixed format – the live session will be building on the pre-session work)

Tutors: Tiffany Chiu, Monika Pazio Rossiter

In an era where artificial intelligence (AI) is increasingly influencing various aspects of life, its integration into education presents both challenges and opportunities. This session will explore how AI can enhance the educational experience by fostering collaboration between students, educators, and technology. We will examine practical applications of AI in learning environments, discuss the ethical considerations surrounding its use, and consider strategies for effectively incorporating AI to support student engagement and achievement. Participants will engage in discussions on the evolving role of AI in education and reflect on how they can leverage these tools to create a more dynamic and inclusive learning experience. By the end of the session, students will have a deeper understanding of how AI can serve as a partner in their educational journey, enhancing both personal and collective learning outcomes.

## Engaging with Educational Literature Assignment brief

### Assignment 1

Select two examples of educational literature (articles, chapters, policy documents etc.) and critically examine the claims made in your chosen literature in relation to your own teaching and learning context.

Each source of educational literature must represent a different type of literature, as listed below (i.e. at least two types of literature should be represented):

- theoretical literature
- research literature
- practice literature
- policy literature

#### **Prompt questions - when developing your assignment consider the following:**

Why did you select this article?

What type of literature is this?

What do you think the author is trying to achieve through their writing and how successful do you think they are?

Drawing on your educational experience and wider reading, in what ways do you agree and disagree with the claims the author makes?

What are the views of other authors in the field?

With reference to Toulmin's Model of Argument, critically consider the evidence that the author draws on. Is this evidence and the way it is used persuasive to the reader?

Using your understanding of Poulson and Wallace classification consider what kind of paper is it and how successfully does it conform to its type?

See Assignment 1 mark sheet and the PG Diploma grade guidelines (overleaf) for full details of the assessment criteria, which you should read carefully when planning and developing your assignment.

You can demonstrate your learning either in a written form through an essay of 3000 words (+10%) or through a recorded oral presentation of 17 minutes (+10%).

# Mark Sheet for Postgraduate Diploma 2024-25 – Assignment 1

## Engaging with Educational Literature

Student CID:

Marker's name:

Title of work:

First/second marker *(delete as applicable)*

### Instructions

1. Please read the grade guidelines and enter comments under the headings below.
2. Then reach an overall judgement about the quality of the work, using the assessment criteria, grade guidelines and learning outcomes for the module to guide your judgement. 50% or more represents a pass mark.
3. Please indicate the percentage mark below.

	<b>Ungraded</b> 39% or less	<b>Grade D (fail)</b> 40-49%	<b>Grade C</b> 50-59%	<b>Grade B</b> 60-69%	<b>Grade A</b> 70-100%
<b>Please give % mark</b>					

### Assessment criteria

1.) Integration and application
a) Demonstrates an ability to read and integrate different types of literature and to apply these to an area of their own practice.
2.) Critical use of literature
a) Identifies different viewpoints in the literature and considers in relation to own context and experience.
b) Engages critically with the literature by identifying strengths and weaknesses within the arguments and claims of the literature. For example, by considering the authorship, the warrant, the context, the method used in the literature, etc.
3.) Reflection insight and evaluation
a) In the context of the reading, demonstrates reflection and evaluation of own and others' teaching practices.
4.) Academic structure and presentation
a) There is a good standard of presentation which includes; appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Feedback to the student

## PG Diploma grade guidelines: characteristics of performance for each grade

Criteria	Ungraded: 0-39% (Fail)	Grade D: 40-49% (Fail)	Grade C: 50-59% (Pass)	Grade B: 60-69% (Merit)	Grade A: 70-100% (Distinction)
<b>Appropriate reading and engagement with literature</b>  A1, Library Project	Demonstrates very little evidence of having identified or read, central texts; or literature relevant to the topic.	Demonstrates a limited, fragmented knowledge of the literature; presents few and/or limited applications of these to the topic.	Demonstrates an ability to identify and partially integrate knowledge of some relevant literature.	Demonstrates an ability to identify and appropriately integrate an appropriate range of relevant literature; presents pertinent applications of these to the topic.	Demonstrates an ability to identify and skilfully integrate a good range of relevant literature; presents convincing applications of these to the topic.
<b>Critical use of literature</b>  A1, Library Project	Demonstrates very little or no awareness of differing viewpoints, or of relations between them; demonstrates very little or no critical engagement.	Demonstrates limited awareness of differing viewpoints, but perhaps not of the relations between them; demonstrates little critical engagement.	Demonstrates modest awareness of differing viewpoints, and relation to own context and experience; demonstrates limited critical engagement.	Demonstrates good awareness of differing viewpoints, and relation to own context and experience; demonstrates appropriate critical engagement.	Demonstrates excellent awareness of differing viewpoints and relation to own context and experience; uses this criticality to analyse &/or form narratives and demonstrates critical engagement.
<b>Reflection, insight and evaluation</b>  A1, A2 Library Project	Presents very little or no evidence of reflection and evaluation of own and others' practices or of how the literature and educational ideas may be relevant.	Presents little and/or unclear evidence of reflection and evaluation of own and others' practices or of how the literature and educational ideas may be relevant.	Presents modest evidence of reflection and evaluation of own and others' practices and makes some connection between this and educational ideas and literature.	Presents clear evidence of reflection and evaluation of own and others' practices and makes appropriate connection between this and educational ideas and literature.	Evidence of insightful reflection and penetrating evaluation of own and others' practice showing criticality and insight in linking this to appropriate educational theory and literature.
<b>Understanding and connections</b>  A2, Library Project	Presents very little evidence of, or misunderstandings of, main, concepts, theories, issues, policy, and practice relevant to the topic; makes very few or no connections between them.	Presents limited evidence of, or flawed understandings of, main concepts, theories, issues, policy and practice relevant to the topic; makes limited connections between them.	Presents modest understanding of concepts, theories, issues, policy; and relevance to practice; makes some relevant connections between them.	Presents a good understanding of concepts, theories, issues, policy; and relevance to practice; makes relevant connections between them and some links to wider context.	Presents an excellent understanding of concepts, theories, issues, policy; and relevance to practice; and makes evidenced connections between them and to wider context.



<b>Reasoning, argument</b>  A2, Library Project	Little or no rationale or narrative argument; work has very little or no structure; develops few or no arguments, presents flawed, un-sustained or mutually contradictory arguments with very little or no conclusion.	Little information about the overall rationale and narrative argument of the assignment; work with little structure; develops weak &/or incomplete arguments; presents little conclusion of the work as a whole.	Acknowledges the rationale and narrative argument of the assignment; submits work with an adequate structure; develops and sustains some modest arguments; presents some conclusion of the work as a whole.	Makes clear the rationale and narrative argument of the assignment; submits clearly structured work; develops clear and sound arguments with some defence; presents a substantive conclusion of the work as a whole.	Presents rigorously structured work with clear rationale and narrative argument; provides lucid, cogent and sophisticated arguments that are well substantiated and defended; with thorough conclusion of the work as a whole.
<b>Independence</b> A2 Library Project	Demonstrates very little or no independence of thought; accepts as given ideas and findings from the educational literature and research. Fails to recognise or utilise advice and guidance from peers and tutors. Does not generate recommendations.	Demonstrates little independence of thought; accepts without question most ideas and findings from the educational literature and research. May recognise and utilise advice but superficially and without critical engagement. Generates at best superficial or simplistic recommendations.	Demonstrates modest independence of thought; questions some ideas and findings from the literature and research; shows some ability to use advice and guidance from others and generate recommendations.	Demonstrates independence of thought; critically questions ideas and findings from the literature and research, thoughtfully engages with advice and guidance; shows an ability to extrapolate ideas and generate recommendations.	Demonstrates independence of thought and argument; challenges ideas and findings from the literature and research; actively engages in critical dialogue giving and questioning advice and guidance; shows an ability to extrapolate and synthesise relevant ideas and generate convincing and critically evidenced recommendations.
<b>Integration and application of appropriate literature and/or theory to wider context</b>  Library project	Little evidence of integrating literature and theory or relating these to practice or wider context.	Limited or fragmented integration of literature and theory with no or superficial linking of these to practice or wider context.	Partial integration of some relevant literature and theory with modest application of these to direct practice and perhaps to a lesser extent to wider context.	Appropriate integration of relevant literature and theory with pertinent applications of these to practice and wider context.	Good integration of an appropriate range of relevant literature and theory and insightful application of these to a range of practice with evidenced extrapolation of these to wider context.
<b>Technical accuracy* of writing</b> A1, A2, Library Project	Considerable error in level of technical accuracy in written work.	Some errors in level of technical accuracy in written work.	An acceptable, if fairly basic, level of technical accuracy in written work.	Considerable accuracy and correctness in technical presentation in written work.	Very few flaws in accuracy and correctness in technical presentation in written work.

\*Technical accuracy is taken to include: punctuation, essay organisation, paragraph and sentence structure, spelling, tone, word usage, referencin

## Writing Critically in Education module (module 2)

Module 2 will take place throughout January and the beginning of February. This module comprises about 30 hours of teaching, group activities and seminars and follows a similar structure to module 1. Having prepared participants to engage more critically with the educational literature in module 1, this module delves more deeply into key educational concepts and considers critical writing skills for education. Once again there are a series of formatively assessed tasks and activities that build towards a summatively assessed essay (3000 (+10%) words). This is designed to develop and assess critical writing in an educational style, through the critical examination of selected educational concepts, in the light of personal experience and disciplinary context.

*“Exposure to range of ‘big’ overarching theories to anchor thoughts” (former PG Diploma student).*

### Intended learning outcomes

On successful completion of this module (including any required reading), you will be better able to:

1. unpack educational references and critically engage with others’ narrative arguments;
2. develop and articulate your personal narrative arguments about educational practice;
3. position yourself within your own disciplinary and educational contexts;
4. conceptualise and articulate the connections between education theory, literature and practice in higher education;
5. write appropriately and effectively for an educational readership/audience;
6. make recommendations for improving educational practice in your local context.

*Being given plenty of time to understand new concepts/approaches. Very good mix of group work/peer discussion/whole group teaching - made the week very enjoyable. Timing was good allowing space for reading outside the taught sessions. Lots of guidance/linking throughout to assignment/library project” (former PG Diploma student).*

## ‘Writing Critically in Education’ module timetable (teaching week 2)

Module/Date	Delivery mode/time	Session title	Tutor
<b>Core Module 2 Writing Critically in Education</b> <b>Monday 6<sup>th</sup> January</b> (SALC 10)	9.30-10.30	Welcome to Module 2	Mark Anderson
	10.30-13.00	Introducing Critical Theory in Education	Jo Horsburgh
	14.00-16.30	Threshold Concepts	Martyn Kingsbury
	16.30-17.00	Wrap up	Mark Anderson
<b>Core Module 2 Writing Critically in Education</b> <b>Tuesday 7<sup>th</sup> January</b> (SALC 10)	9.30-12.00	Learning, Participation and Identity	Jo Horsburgh Kate Ippolito
	13.00-15.00	Concept Mapping	Martyn Kingsbury
	15.00-17.00	Setting up Journal Club and wrap up	Mark Anderson
<b>Core Module 2 Writing Critically in Education</b> <b>Wednesday 8<sup>th</sup> January</b> (SALC 10)	9.30-10.15	Preparation for Journal Club	Mark Anderson
	10.15-12.00	Journal Club	All
	13.00-14.00	Preparation for Assignment 2	Mark Anderson
	14.00-15.00	Development session	All

<b>Elective sessions* Monday 20<sup>th</sup> January</b>	14:00-16:00	Student Identity in Higher Education	Tiffany Chiu Jo Horsburgh
<b>Elective sessions* Tuesday 21<sup>st</sup> January</b>	14:00-16:00	Growth Mindset. Identity and Transformation	Martyn Kingsbury
<b>Elective sessions* Friday 24<sup>th</sup> January</b>	10:00-12:00	Learning as feeling: working with emotion	Nikki Boyd Kate Ippolito
<b>Elective sessions* 15-31 January</b>	Fully asynchronous	Learning in Online Environments	Mark Anderson

Administrative/welcome session	Skills – reading educational literature	Educational theory into practice	Student-led sessions
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## **\*Elective sessions**

As with Module 1, you will be asked to choose two elective sessions to attend. The purpose of these sessions is to broaden your knowledge of areas of your choice and allow you to make links to concepts and ideas, which is one of the criteria for all the assessments. You are more than welcome to attend more than two and you will be asked to declare your choice at the start of the programme. Please see below a brief description to help you make your choice.

### **Learning in online environments**

15 - 31 January (asynchronous online)

Tutor: Mark Anderson

Technology is present in every aspect of students' lives. Its presence in learning and teaching became particularly vivid during the pandemic as a global shift to online learning was implemented, and since then digital technologies and related modes of learning and teaching have become embedded in many aspects of our learners' educational experience. This session will focus on the various role that technology plays in students' learning. Using Community of Inquiry (COI) as a framework you will have an opportunity to reflect on your own practice and the learning environments that you create for your own students online, and you will evaluate where potential developments might lie that will help to further enrich your students' experiences.

### **Student Identity in Higher Education**

20 January 2025, 14.00-16.00 (in person)

Tutor: Jo Horsburgh, Tiffany Chiu

This session will explore the concept of identity in relation to students in higher education. We will draw on research examples from the SIDUS project to look into how students develop both personal and professional identities and how educators might best support their identity development.

## **Growth mindset, identity and transformation**

21 January 2025 14.00-16.00 (in person)

Tutor: Martyn Kingsbury

Arguably, with national curricula and a constant pressure of metrics on both students and teachers the secondary sector is based on a sort of consumerist model of learning that tends to stress certainty, clarity, straightforwardness, and control. With 'A-levels' there is often a single right answer and only a narrow range of pedagogic strategies likely to gain success. In this system feedback often allows iterative 'improvement' of assignments towards a formulaic 'best' answer that ultimately gains credit and recognition for both teacher and student.

Things are different in HE, especially at a place like Imperial, where pedagogy is situated in a research-intensive context, where there is frequently no single right answer, where multiple pedagogic strategies may be required for success and where mistakes are not failure but an important part of eventual transformational learning. In this context feedback isn't for iterative improvement of assignments, it guides future strategy and facilitates independent, active transformational learning. To successfully engage in this new pedagogic environment our students need to adapt to thrive and transform.

This session will examine some of the fundamental ideas around mindset and how these may be relevant in the challenging research-intensive STEMM pedagogic environment at Imperial. Can mindset 'theories' provide a useful framework for understanding and facilitating transformative learning, identity change and wellbeing?

## **Learning as feeling: working with emotion**

24 January 2025, 10.00-12.00 (in person)

Tutors: Kate Ippolito, Nikki Boyd

In this session we'll explore the range of emotions experienced by learners that can both motivate and hinder their learning. Drawing ideas from neuroscience and psychology, we'll consider what emotions are, their role in learning (and teaching) and identify strategies for working with positive and negative emotion.

# Mark Sheet for Postgraduate Diploma 2024-25 – Assignment 2

## Writing Critically in Education

Student CID:

Marker's name:

Title of work:

First/second marker (delete as appropriate)

### Instructions

1. Please read the grade guidelines and enter comments under the headings below.
2. Then reach an overall judgement about the quality of the work, using the assessment criteria, grade guidelines and learning outcomes for the module to guide your judgement. 50% or more represents a pass mark.
3. Please indicate the percentage mark below.

Please give % mark	Ungraded 39% or less	Grade D (fail) 40-49%	Grade C 50-59%	Grade B 60-69%	Grade A 70-100%

### Assessment criteria

1.) Understanding and connections
a) Demonstrates an understanding of relevant concepts, theories, issues, policy, and their applications to practice (students should refer to three or more of these components as appropriate to their assignment).
b) Demonstrates an ability to make relevant connections between concepts, theories, issues, policy (which make up the content of the assignment).
2.) Argument and reasoning
a) Structures writing in a way which has a clear rationale and narrative argument.
b) Presents a narrative argument that is developed and defended through the use of theory, practice or empirical evidence (students should refer to two or more of these components as appropriate to their assignment).
3.) Independence
a) Demonstrates an ability to challenge ideas from the literature and evaluate current practice.
b) Generates well-informed recommendations, which may show creativity and innovation.
4.) Academic structure and presentation
a) There is a good standard of presentation which includes: appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Feedback to the student

## Library Project module

The final part of the PG Diploma stage consists of a library-based education project. This builds on the preparatory work done in the first two modules, including through independent study and the two previous essays. The Library Project is an individually negotiated assignment in an area of interest and relevance to each student.

Much of the work on this project will be through independent study but there will be specific seminars and individualised tutor support to guide students. Summative examination is by submission of a report of 7,000 words (+10%). Although there is no specified lower limit, we would expect most Library Projects to be close to 7,000 words, if they are to fully examine the chosen area and address the learning outcomes.

*“Fantastic transformative process. Excellent focus on skills” (former PG Diploma student).*

### Intended learning outcomes

On successful completion of this module, you will be better able to:

1. Critically engage with key educational theories, concepts, ideas and issues and discuss their relevance in your own disciplinary and personal context.
2. Critically engage with the educational literature, demonstrating use of a range of appropriate sources, awareness of the differences between scientific, bio-scientific and social science paradigm, and engagement with others' narratives.
3. Conceptualise and articulate the connections between education theory, literature and practice in higher education.
4. Critically reflect on and evaluate own and others' teaching practices and identify developments.
5. Develop and articulate your personal narrative arguments about educational practice.
6. Write appropriately and effectively for an educational readership/audience. Progress review seminars

Two progress review seminars will be held to provide students with additional guidance and support for researching and writing their Library Project:

<b>Progress review seminar 1</b>	Tuesday 1 <sup>st</sup> April 2025 (10.00-13.00)
<b>Progress review seminar 2</b>	Friday 6 <sup>th</sup> June 2025 (10.00-13.00)

One-to-one supervision meetings with your Diploma tutor to discuss your Library Project will also be available. You should contact your tutor directly to arrange these.



## Library Project assignment brief

### Assignment 3

Each student will decide on the exact focus of their project, although it should fulfil the following requirements:

- have a teaching and learning focus;
- demonstrate an ability to search, integrate and accurately cite generic, disciplinary-specific and level-specific educational literature;
- make connections between this educational literature and teaching practices in their discipline through analysis, synthesis and personal reflection on practice.

Also see the Library Project mark sheet (overleaf) and PG Diploma grade guidelines for assessment criteria, which you should read carefully when planning and developing your assignment.

**Word limit:** 7,000 words (+10%)

The word limit excludes title page, abstract, reference list and appendices. You do not have to include an abstract but it may help you to distil your Library Project's key messages.

## Mark sheet for Postgraduate Diploma 2024-25 - Library Project

Student CID:

Title of work:

Marker's name:

First/second marker *(delete as applicable)*

### Instructions

1. Please read the grade guidelines and enter comments under the headings below.
2. Then reach an overall judgement about the quality of the work, using the assessment criteria, grade guidelines and learning outcomes for the PG Diploma to guide your judgement. 50% or more represents a pass mark.
3. Please indicate the percentage mark below.

Please give % mark	Ungraded 39% or less	Grade D (fail) 40-49%	Grade C 50-59%	Grade B 60-69%	Grade A 70-100%

### Assessment criteria and comments

1.) Integration and application
a) Demonstrates an ability to read and integrate different types of literature and to apply these to an area of their own practice.
2.) Critical use of literature
c) Identifies different viewpoints in the literature and considers in relation to own context and experience.
d) Engages critically with the literature by identifying strengths and weaknesses within the arguments and claims of the literature. For example, by considering the authorship, the warrant, the context, the method used in the literature, etc.
3.) Reflection insight and evaluation
a) In the context of the reading, demonstrates reflection and critical evaluation of own and others' teaching practices.
4.) Understanding and connections
a) Demonstrates an understanding of relevant concepts, theories, issues, policy and their applications to practice and the wider context.
b) Demonstrates an ability to make relevant connections between concepts, theories, issues, policy and their applications to practice and the wider context.
5.) Reasoning and argument
c) Structures writing in a way which has a clear rationale and narrative argument.
d) Presents arguments that are developed and defended through the use of theory, practice or empirical evidence.
6.) Independence
a) Demonstrates an ability to challenge ideas from the literature and current practice.
c) Generates well-informed recommendations, which may show creativity and innovation.
7.) Academic structure and presentation
a) There is a good standard of presentation, which includes: appropriate structure, clarity of expression, use of appropriate educational language, correct (Harvard) referencing and overall technical accuracy.
Feedback to the student

## Previous Library Project titles

Below is a list of past titles to indicate the range and type of library project options. It is not meant to be prescriptive or limiting and you are encouraged to be creative in your choice of focus. You are encouraged to phrase your title as a question that is researchable through the literature, as this will help to structure your project appropriately. However, this is a guideline and not a requirement.

- Can near-peer mentoring support doctoral education?
- Widening access for taught postgraduate STEMM students: is flexible learning the solution?
- How can support for novice laboratory teachers in managing science anxiety enhance self-efficacy and benefit students?
- Does lab skills authentic assessment need to happen in an authentic environment for Y1 medical biosciences students?
- Is it important to consider emotions in relation to postdocs self-efficacy on the academic career path?
- Metrics, performance, effectiveness and gain in education.
- See One, Do One, Teach One: Can a traditional method revolutionise how ward round skills are taught?
- What are the issues facing medical students from widening participation backgrounds? A Bourdieusian approach.
- An exploration of an alternative online model for Imperial Library's lunchtime workshops series.
- Aligning Peer Assessment to the learning goal of developing team working capabilities: What does this involve?
- Making trouble: How can we harness difficulty and the troublesome nature of knowledge to make teaching more effective?
- How do diverse authentic assessments in postgraduate biomedical curricula prepare students for 'complex real-world problems'?
- Can active learning enhance postgraduate neuroscience education? Exploiting active learning strategies to train the next generations of neuroscientists.
- Is there a landscape of practice supporting education in the emergency departments of the London North West University Healthcare NHS Trust, and are virtual communities of practice real, beneficial, and part of this landscape?
- Learning to listen: influences on the development of feedback literacy in a first year chemistry practical module.
- The art of medicine: using the medical humanities to paint over the cracks.
- Getting to know you: improving the intercultural competence of graduate teaching assistants
- Does a community of practice help or hinder a PhD student's information literacy skills?
- Identity and anxiety: how can we support LGBTQIA students in the active learning classroom?
- Entrepreneurial me: what does it mean to think like an 'entrepreneur' for STEM postgraduate research students?
- Artificial Intelligence (AI) in radiology: teacher or tool?
- The power of feedback literacy: how a tailored feedback framework facilitates learning in a core facility in the absence of summative assessment.

- A Bourdieusian perspective on ethnicity and diversity: the impact on students' wellbeing and success.
- Lost in the crowd: Can CoPs give faceless medical students back their sense of belonging?
- The benefits of being late: Exploring issues around the timely submission of course assignments
- Keeping it real? The effects of authenticity in UG Aircraft Design education
- 'Fake it 'till you make it?': Longitudinal Integrated Clerkships and educational authenticity.
- The Importance of Digital Citizenship in Healthcare Education and the Potential Roles and Challenges of MOOCs.
- Critical thinking: let's celebrate our differences!
- Does not compute? Why even the numerically literate struggle to learn programming.
- Can summative assessment of industrial placements turn students into engineers?
- Dotting the "I" or crossing the "T" – A Bourdieusian Approach to Generalising Medical School Education.
- What I Teach When I Teach Nothing.
- What is the role of the role model in the development of professional identity in medical students?
- Multiple choice questions are a good way to help students learn: TRUE or FALSE?
- From threshold concepts to transformative learning: Cognitivist perspectives on how philosophy could enrich physics teaching.
- I feel therefore I teach. The importance of emotions in the role and identity of a lecturer.
- Lost in the fog: liminality and authenticity in geological fieldwork.
- How can personal tutoring be used to support transformative learning of medical students? Analysis through the lens of transformative learning theory by J. Mezirow.
- In what way does Cognitive Load Theory offer suggestions for improved student learning and engagement?

## Preparing to begin the PG Diploma

We will be discussing the following aspects on day 1. You might like to make some notes in advance.

What are your beliefs about university learning and teaching?

What do you hope to learn by doing the PG Diploma in ULT?

What are your concerns about doing the PG Diploma in ULT, if any?

## **Progressing from the PG Dip to the MEd stage**

On successful completion of the PG Diploma you are eligible to transfer on to the final MEd in ULT stage. You can either progress immediately to the MEd upon completion of the Diploma, or take a break for one or two years. Members of the 2024-25 cohort will therefore be eligible to start the MEd in 2025, 2026 or 2027. If you do not immediately progress to the next stage, you will be awarded your PG Diploma qualification and will be required to return this to Registry when re-entering the programme. You also have the option of taking the Diploma as an exit award and not continuing the MEd, provided you completed your PG Cert at Imperial.

The MEd level is intended for students who have developed a strong interest in educational theory, literature and research. It will build on the themes and concepts that were introduced during the PG Diploma and students will complete a relatively small piece of educational research. The enquiry may be related to an area of interest that was developed within the Diploma year and many students enrolling on the course may already have ideas of an appropriate piece of research.

It is important that students consider the time and commitment that will be required to successfully complete the Master's in Education and be aware of the differences that exist in research methods between the social sciences and the sciences. These differences are significant and will require the student to engage in academic study of the discipline. To this end, there will be taught sessions devoted to research methods within the social sciences, which students are expected to attend.

As with all Imperial Master's level programmes this is a demanding academic course and experience tells us that those students achieving a merit or distinction at Diploma level are better equipped for the challenges of the MEd level. If you wish to discuss this please contact us.

## 4. Assessment

### Programme-level assessment information

The following list refers to assessment across the three stages of the MEd. Full assessment details (including assessment criteria, grade guidelines and assignment briefs) for this stage of the programme are provided in Section 3.

- To qualify for their award (PG Cert, PG Dip or MEd), students must complete all the appropriate programme requirements, and must normally achieve a pass mark in each module's assessed work.
- Assessed work is weighted in proportion to the ECTS credit for the overall degree mark.
- **Formative feedback** is returned two weeks after submission, provided the submission deadline has been met by the student. When this is not possible you will be told why and given an explicit timescale for your feedback. Feedback is aligned to the marking criteria. We strongly encourage you to feed forward your feedback to future work, and it is written with this purpose in mind. For specific information about formative assessment and feedback at this stage see Section 4.
- All summative assessment is **double marked**. A marking meeting is then held to discuss each summative assessment.
- The PG Cert and PG Dip will be awarded as 'pass' and are therefore not classified. The first 30 ECTS credits from the PG Cert do not count towards the final grade awarded in the MEd. However, work submitted for the PG Dip is marked with a percentage grade that will be weighted as 50% of the final MEd classification. The MEd qualification will be awarded as 'pass', 'merit' or 'distinction'.
- The pass mark for this postgraduate taught programme is an overall weighted average of 50% across the programme. To be awarded a final result of merit, a student must achieve an overall weighted average of at least 60%, plus at least 60% in the dissertation component; for a result of distinction a student must achieve an overall weighted average of at least 70%, plus at least 70% in the dissertation component.
- The Board of Examiners consider any borderline cases with mitigating circumstances for uplift to the higher classification. For details of borderline uplift consideration see the College's Single Set of Regulations: <https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>
- **Upper word limits** are clearly stated for each assignment and deviation from these will result in penalties of 5%.
- **Deadlines** have been provided for your benefit, so that feedback can be provided and so that you are well-supported towards successful completion of the programme. You are therefore expected to meet these deadlines. Should you miss a summative assessment deadline, in accordance with the College regulations, work submitted up to 24 hours after the assessment deadline (date and time) will be marked but capped at 50%. Work submitted more than 24 hours after the assessment deadline will not be accepted as a valid attempt and a mark of zero will be recorded. For full details see 'Marking and moderation regulations' 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/). To request an extension to a deadline, see details on 'Extensions' in the section below.

- If no work is submitted for summative assessment then, in line with Imperial College regulations, a mark of not commended/fail will be recorded.
- Students are entitled to an **opportunity to resubmit** an assessment. The resubmission will be capped at 50%. The overall final mark for the programme is not capped and will be calculated in the normal way.

For further information please see the College's Academic and Examination 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/)

## Mitigating Circumstances

There may be instances during your studies when you are affected by unforeseen circumstances that affect your ability to submit assignments on time or to the standard expected. As well as health or personal issues, an unexpected increase in workload (for example, covering for the unplanned absence of a colleague) may also be considered grounds for mitigation given your status as a staff-student. In these cases you can make a claim for mitigation by submitting the mitigating circumstances request form, available at <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>. You should submit the mitigating circumstances request form within 10 working days of the assignment deadline and, where possible, in advance of the assignment being due. This completed form should be emailed to the relevant course inbox: ([pgcertult@imperial.ac.uk](mailto:pgcertult@imperial.ac.uk)/[dipult@imperial.ac.uk](mailto:dipult@imperial.ac.uk)/[medult@imperial.ac.uk](mailto:medult@imperial.ac.uk))

For further information and a link to the mitigating circumstances request form, please see the mitigating circumstances policy and procedure, available at:

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

If the claim is accepted one of the following options will be applied:

- An additional attempt at the assessment for an uncapped (deferred) or capped (resit) mark – this would allow you to resubmit your assignment without the mark being capped at 50%. If you fail to submit an already capped resubmission due to mitigating circumstances, this would allow a second attempt at resubmission.
- For a late submission to be accepted and marked as though 'on time' – this would allow a submission after the deadline **without** the usual penalties for late submission (capped at 50% up to 24 hours after the assessment deadline or a mark of 0 thereafter). This extension will not normally be longer than two weeks. See 'Extensions' below.
- For the Board of Examiners to extend consideration at the borderline for an uplift in classification, in accordance with the regulations, or where a qualifying mark is required for continued progression.

## Extensions

We acknowledge that our students are usually working full time and have busy professional lives. If there is a problem meeting a deadline, you are expected to contact the course director as soon as possible to discuss the situation. Extension requests will normally be handled as follows:

- **Formative assessment:** you should speak to your tutor/supervisor or the module lead to agree a mutually convenient time for you to submit your work. Extensions must be agreed in advance of the original deadline. An extension would normally not be longer than two weeks



after the original due date. An extension at formative stage does not automatically result in an extension at summative stage.

- **Summative assessment:** extensions to summative assessment are normally only granted in cases of mitigating circumstances. Please follow the mitigating circumstances guidance above.

## 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.

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/](http://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/)

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

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

## **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.

## **Use of generative AI tools**

Use of generative AI tools, such as ChatGPT, by students to support their studies on the MEd in ULT programme, including producing assessed work, will be informed by the evolving College guidance: <https://www.imperial.ac.uk/about/education/resources/ai-education-hub/>

## 5. Board of Examiners

### Board of Examiners

The Board of Examiners meets twice annually - in July to confirm progression for PG Cert and PG Dip students and in October to agree the awards for students at all three levels of the programme.

Listed below are all the assessors for the programme:


 Professor Martyn Kingsbury

 Dr Mark Anderson


 Dr Richard Bale

 Mrs Nikki Boyd

 Dr Tiffany Chiu

 Dr Jo Horsburgh

 Mrs Kate Ippolito

 Dr Iro Ntonia

 Dr Monika Pazio Rossiter

### External Examiners

 TBC

External examining acts as an essential part of the College's quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme or for a type of assessment called a viva voce (verbal exam). 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.

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

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

## 6. Wellbeing, support & 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

You will be allocated a member of academic staff from the EDU as your personal tutor at the beginning of the academic year. 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 by emailing them.

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

The Senior Tutor is Dr Camille Kandiko Howson ([c.howson@imperial.ac.uk](mailto:c.howson@imperial.ac.uk))

#### 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: Kate Ippolito

Email: [k.ippolito@imperial.ac.uk](mailto:k.ippolito@imperial.ac.uk)

Telephone: 020 7594 8789

More information on Departmental Disability Officers is available at:

<https://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)

#### Inclusive teaching and learning:

The MEd in University Learning and Teaching programme is designed to be inclusive and supportive of all students' learning. However, if you have any additional needs due to a disability, such as dyslexia, that may impact on your study and that you would like to make the teaching team aware of please contact Kate Ippolito ([k.ippolito@imperial.ac.uk](mailto:k.ippolito@imperial.ac.uk)). All information will be handled confidentially within the teaching team.

Through the programme we will support you to develop the necessary skills for reading and writing in the Education discipline. Additionally, as Imperial students, you are entitled to access support offered by the [Disability Advisory Service](#), [Centre for Academic English](#), [Graduate School](#) or [Student Counselling and Mental Health Advice Service](#).

Imperial also has a suite of [inclusive technologies](#) that may be useful to all students and training in how to use these can be arranged by Diversity and Ability. Please contact the Disability Advisory Service for details.

## Postgraduate Coaching

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

 [www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/](http://www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/)

## Attributes and Aspiration Short Course

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

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

## Your Union

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

### Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

 [www.imperialcollegeunion.org/advice](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 the College.

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

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

## Student Hub

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

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

## Student Support Zone

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





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

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




## Useful support contacts

### Health and wellbeing




Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus  
 020 7584 6301  
 [imperialcollege.hc@nhs.net](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, Sheffield 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)

### 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)

### **International Student Support team**

 020 7594 8040  
 [www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students)




### **Careers**

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

 Central 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/)

## 7. 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  
Exhibition Road, London, SW7 2AZ

### Facilities

Computer access and printing is available at The Abdus Salam Library. The Department's postgraduate office is located the Educational Development Unit, Level 5 Sherfield Building.

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/)

### 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.

## 8. Health & 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:

 Vilma Rupeikaite  
 Level 5, Sherfield Building, South Kensington Campus  
 +44(0)20 7594 8781  
 v.rupeikaite@imperial.ac.uk

### 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/)

## 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](http://www.imperial.ac.uk/occupational-health)

## 9. 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)

### 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)

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/](http://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:

 [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, 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/](http://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 by contacting [Medult@imperial.ac.uk](mailto:Medult@imperial.ac.uk)

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/](http://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/](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)

## 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 revisit the document throughout the duration of the project.

The Mutual Expectations document is available here:

 [www.bb.imperial.ac.uk/bbcswebdav/xid-12494962\\_1](http://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](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.

## 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)

## 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.

### 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

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.

Examples of changes implemented as a result of student feedback include:


- More varied assessment, including groupwork and digitally enhanced assessments.
- Increased support for applying for HEA Fellowship.
- More time to respond to draft feedback on PG Dip assignments
- Digitally enhanced written and audio feedback at PG Dip level
- Pre-session reading sent a greater time in advance of taught sessions and more closely aligned to in-session tasks
- Increased use of popular teaching techniques like team-based learning
- Introduction of progress tracking forms at MEd level to support students with their time management.

### Student representation

Student Representatives are recruited from every department to gather feedback from students to discuss with staff. Student representatives for each level of the programme are invited to volunteer at the beginning of the academic year and are required to attend the Staff Student Liaison Committee (in January 2025) and to meet to discuss their experiences of the programme with the external examiner at the end of the academic year.

### 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)

## 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.

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

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

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

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

## 14. And finally

### Alumni services

When you graduate you will be part of a lifelong community of over 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)

## 15. Appendix 1 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/](http://www.imperial.ac.uk/students/academic-support/graduate-school/)

## 16. Appendix 2 College policy on research misconduct

The University considers any allegation of research misconduct to be a matter of great concern and will investigate any such allegation fully. Given its international reputation and status, Imperial has a responsibility to the scientific community and to the public at large and therefore, where appropriate, will make public the outcome of any such investigation.

### Definitions

Imperial has adopted the Royal College of Physicians' definitions of research misconduct as including piracy, plagiarism and fraud. The following definitions give indicative descriptions of the types of activity covered by this regulation. These descriptions are neither exclusive nor exhaustive:

- piracy is the deliberate exploitation of ideas and concepts from others without acknowledgement;
- plagiarism is the copying of ideas, data or text (or a combination of these) without permission or acknowledgement;
- fraud involves deception—usually, but not exclusively, the invention of data. This could also include the omission from analysis and publication of inconvenient components of a data set.

Other types of research misconduct may be separately defined, but the University views them as combinations or sub-types of those defined above. In addition to research misconduct, these procedures will also apply to cases of scientific negligence.

### Procedures for the investigation of allegations of research misconduct

<https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/>

## 17. Appendix 3 Statement on plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College and the University of London must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism, that is, the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources. Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work. The direct and unacknowledged repetition of your own work that has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the University's Examination Offences Policy and may result in a penalty being taken against any student found guilty of plagiarism.

### **Cheating offences policy and procedures**

[www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/)

### **Plagiarism advice for postgraduate taught course (Master's) students**

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

### **TurnitinUK Plagiarism Detection Service at Imperial College:**

<https://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/>

## 18. Appendix 4 Submitting an assignment via Blackboard

You should submit both your research proposal and dissertation via Blackboard. The research proposal will be submitted directly via the Blackboard assignment function, while the dissertation will be submitted via Turnitin.

Guidance on using Blackboard as student can be found at the following website:

<https://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/blackboard/>

Guidance on using Turnitin can be found at the following website:

<https://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/>

### Research proposal

To submit your research proposal, navigate to the assignment submission area of the 'Research Methods in Education' Blackboard course and click on the 'MEd ULT research proposal' link.

Click on 'Browse my computer', select your file and click 'Submit'. Remember to include a completed cover sheet and submit as a single file. If you submit the incorrect file, please contact your course coordinator.

### Dissertation

To submit your dissertation, navigate to the assignment submission area of the 'MEd Research Project' Blackboard course. Click on 'View/Complete' under 'MEd ULT dissertation'

You will be taken to the Turnitin assignment inbox where there will be details of the assignment and its due date. Click on the blue submit button and fill in the submission title field before clicking 'Choose from this computer' to select the file you want to submit.

If you choose the incorrect document, click the 'Clear file' button to the right of the document name. When you are ready to submit, click the blue 'Upload' button at the bottom of the screen.

Once the document has been uploaded, you will be shown a screen that asks you to confirm that you would like to submit this file. Click on the blue 'Confirm' button at the bottom of the screen to complete your submission. You will receive a Digital Receipt via email from Turnitin containing a submission ID.

If you have any problems using Blackboard or Turnitin, please contact your course coordinator.



## 19. Appendix 5 Referencing your work

### Plagiarism

The detailed and accurate referencing of work is important in academic contexts and serves multiple purposes within professional communities and communications. One of the purposes of referencing is to avoid appearing to present others' work as your own – i.e. plagiarism.

Given that most students on this programme are Imperial or NHS employees, it is expected that you will be familiar with plagiarism and how to avoid it. Nevertheless, it has to be stated that plagiarism will not be accepted and severe action may be taken against students who have plagiarised the work of others. To avoid inadvertent plagiarism, it is important that you understand what constitutes a problem or offence. You have access to an online information literacy guide:

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

College regulations on scientific misconduct and plagiarism are provided in this handbook. The detection of plagiarism by members of Imperial or NHS staff can have severe consequences for their professional careers, over and above the regulatory consequences of plagiarism by typical taught postgraduates.

All assignments, dissertations, and portfolios submitted for summative assessment will be via Blackboard Learn and will be sent for checking by plagiarism detection services.

### Harvard-style Referencing

There are many styles that can be used for referencing, this information is based on the Imperial Library guide and introduces the Harvard referencing style:

[www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style)

The Harvard style of referencing, which uses an 'author-date' approach, is required for all work submitted for the PG Cert, PG Dip and Master's in University Learning and Teaching.

When you begin your research for any piece of work, it is important that you record the details of all the information you find. You will need these details to provide accurate references, and to enable you to locate the information again at a later date, should it be necessary to do so. It can also be useful to keep a record of your literature search strategy and process, where did you search? What key words and search terms did you use? What key authors did you follow-up? This information can help you discussing your literature searching with your supervisor or other students or members of the academic team. The literature search strategy can also be required as part of the assessment on some assignments.

### What is referencing?

The following section is adapted from the Library's guide to referencing, found here:

[www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/)

At its most basic referencing is used to demonstrate to your readers that you have conducted a thorough and appropriate literature search, and reading. Equally, referencing is an acknowledgement that you have used the ideas and written material belonging to other authors in your own work. Perhaps most importantly, and different from a scientific style, when writing in an academic way about a qualitative subject like education arguments and narratives consist of ideas from many authors often with your particular interpretation of these ideas. This type of work is best referenced

in the Harvard style, which shows authors' names and year (and for quotes, page numbers) in the text helps the reader make sense of how the argument develops.

### **Why should I reference?**

- Accurate referencing is a key component of good academic practice and enhances the presentation of your work: it shows that your writing is based on knowledge and informed by appropriate academic reading.
- You will ensure that anyone reading your work can trace the sources you have used in the development of your work, and give you credit for your efforts and quality.
- When writing in an 'Educational style' and building a narrative/argument from multiple ideas and contexts and showing how they are relevant to your thesis it is imperative to keep track of this process and train of thought by proper referencing.
- Your marks will reflect not just the content of your assignments but the sources you use and how you use and reference them.
- If you do not acknowledge another writer's work or ideas, you could be accused of plagiarism.

### **Referencing using the Harvard style**

There are three main things to consider when referencing, citing the reference in the text, quoting from a reference in the text and correctly citing it and lastly writing the reference list and possibly a bibliography.

There are a number of rules relating to citations depending on the number of authors of a work, and if you are citing a quotation.

When you use another person's work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work. This acknowledgement is called a citation.

When you are using the Harvard style, your citation in your text should include:

- The author or editor of the cited work
- The year of publication of the cited work

Examples are shown below in blue.

#### **Citing one author**

Vygotsky (1978) sees learning as situated: inextricable from, and influenced by, cultural and social settings.

*or*

Learning can be seen as situated: inextricable from, and influenced by, cultural and social settings (Vygotsky, 1978).

#### **Citing two or three authors**

If the work has two or three authors, include all names in your citation.

An advantage of PBL is that the practice of medicine involves dealing with uncertainty and PBL students may be advantaged by early exposure to this (Jones, McArdle & O'Neill, 2002).

### **Citing four or more authors**

If the work has four or more authors/editors the abbreviation 'et al' should be used after the first author's name.

In fact, recent evidence suggests that students retain 15% less information delivered verbally by the lecturer during PowerPoint presentations versus a more traditional lecture presentation (Savoy et al., 2009).

### **Citing works by the same author written in the same year**

If you cite a new work which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the two.

Freire specifically argued that the problem with lectures is that the teacher feels that they need to complete the 'act of knowing' before they are in a position to deliver the lecture (Freire, 1974a; Freire, 1974b).

### **Citing from chapters written by different authors**

Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited in the text, not the editor of the book.

### **Secondary referencing**

Secondary references are when an author refers to another author's work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used.

The student furthermore can gain a sense of control over his/her learning (Bernstein, 1977 cited in Reay & Arnot, 2004).

You are advised that secondary referencing should be avoided wherever possible and you should always try to find the original work.

### **Citing a direct quotation**

If a direct quote from a book, article, etc., is used you must:

- use single quotation marks (double quotation marks are usually used for quoting direct speech);
- state the page number.

... from this perspective learning is situated and inherently social in character: 'Legitimate peripheral participation is proposed as a descriptor of engagement in social practice that entails learning as an integral constituent.' (Lave & Wenger, 1991, p 35).

### **Good quotation practice using the Harvard style**

Quotations longer than two lines should be inserted as a separate, indented paragraph.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching; the more basic phenomenon is learning. The practice of the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (p 93)

*or*

The role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching; the more basic phenomenon is learning. The practice of the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (Lave and Wenger, 1991: p 93)

If you want to insert a long quotation (over two lines) but do not want to include all of the text, you can remove the unnecessary text and replace with '...'.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'In all five cases there is very little observable teaching ... the community creates the potential 'curriculum' - that which may be learned by newcomers with legitimate peripheral access.' (p 93)

You should only do this when you use a quotation taken from one paragraph.

When you use quotations within your text, sometimes you may want to insert one or two words in the quotation so that your complete sentence is grammatically correct. To indicate that you have inserted words into a quotation, these have to be enclosed in square brackets.

Lave and Wenger (1991) note that the role of the master is principally to provide legitimate access of the apprentice to the learning opportunities present in the community of practice, and not to teach.

'It implies participation in an activity system about which participants share understandings concerning what they are doing [and] what that means in their lives and for their communities.' (p 98).

### **Citing an image/illustration/table/diagram/photograph/figure/picture**

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it.

For example:

Table illustrating differences between Piaget's and Vygotsky's theories (Woolfolk, Huges & Walkup, 2008, p 56).

*or*

Diagram 'Teaching in the magic middle' (Woolfolk, Huges & Walkup, 2008, p 57).

### **Citing from works with no obvious author**

If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author. For example, many online publications will not have individually named authors, and in many cases the author will be an organisation or company.

[A European Union Directive, which makes a default right to work no more than 48 hours per week \(Working Time Directive, 2003\)](#), limits the training time available to surgeons.

If you are unable to find either a named or corporate author, you should use 'Anon' as the author name. Be careful: if you cannot find an author for online work, it is not a good idea to use this work as part of your research. It is essential that you know where a piece of work has originated, because you need to be sure of the quality and reliability of any information you use.

### **Citing from multi-media works**

If you need to cite a multi-media work, you would usually use the title of the TV programme (including online broadcasts) or video recording, or title of the film (whether on DVD, online, or video) as the author. This would include, for example, videos posted on YouTube or other video-streaming web services.

Therefore, your citation should use the title that you identify as the author.

[Cynics might argue that the experiment is another headline-grabbing TV stunt by brand Jamie Oliver, but might there actually be some serious lessons here for educationalists? \(Dream School, 2011\)](#)

### **Citing from an interview or personal communication**

Always use the surname of the interviewee/practitioner as the author.

[MIT are also planning on reviewing their undergraduate research scheme \(Bergren, 2008\)](#).

### **Writing a reference using the Harvard style**

To write your own references you need different bits of information about each item that you read when you are researching a piece of work. These bits of information are called 'bibliographic' information.

For all types of references the key bits of information you need to start with are:

1. **Author/editor:** This means the primary (main) person who produced the item you are using. If you are using a website or web page, and there isn't an author, you can use what is called a 'corporate author'. This will usually be the name of the organisation or company to whom the website or web page belongs.
2. **Date of publication/broadcast/recording:** This means the date the item was produced. It is usually a year, but if you are using a newspaper article, an email, or a television recording, you will have to include a full date (day/month/year) in your reference.
3. **Title of the item:** This means the primary (main) title of the item you are using. That sounds very obvious, but have a look at a web page and try to work out what the main title is. We would advise common sense in this situation – you have to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information.

It is worth keeping track of this information as you go and with any notes you make on a reference. This makes referencing work produced from your notes much easier. You may find this advice even

more important when writing about education as you will generally be less used to the literature than you are in your 'primary discipline' and forming a written narrative often relies less on data and fact and more on ideas and argument. This requires you to 'unpack' and use references in a different way and ideas can all too easily get divorced from the source material when you assemble the final work.

The table below tells you about some of the variations you should look for when you are collecting your reference information.

<b>Medium</b>	<b>Primary author/editor</b>	<b>Date of publication</b>	<b>Primary title of item</b>
<b>Email</b>	Name of the person who wrote the email	The full date the email was sent: day/month/year	Subject of the email. This may include RE: or FWD
<b>Journal article</b>	Name of the person or persons who wrote the article	The year the journal issue was published	Title of the article (not the title of the journal)
<b>Newspaper article</b>	Name of the journalist, or if there is no journalist name, the name of the newspaper	The full date on which the article was published: day/month/year	Title of the article (not the title of the newspaper)
<b>Website</b>	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, the year when the website was last updated, or the latest date next to the copyright statement/symbol	Title of the website
<b>Web page</b>	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, but if the web page has a full date of publication, you may also need that: day/month/year	Title of the web page. You will need to use the title of the website if the web page doesn't have an individual title
<b>TV broadcast</b>	Title of the programme, or if the programme is part of a series, use the series title	The year the programme was broadcast	Title of the programme (it does not need to be written twice if you used it as the author information)
<b>Personal interview</b>	Name of the person being interviewed	The full date on which the interview took place: day/month/year	No title needed
<b>Book chapter</b>	Name of the author of the chapter	The year the book was published	Title of the book chapter (not the title of the book)

Depending on the type of material you want to reference you will also need other items of information, such as:

- Name of publisher
- Place of publication
- Page numbers
- Volume number
- Issue number
- URL (website or web page address)
- DOI (link for journal articles)
- Title of conference proceedings
- Report number
- Book or conference editor (if not your primary author)
- Book or conference title (if not your primary title)
- Journal title (the journal article title will be your primary title)
- Date of access (for online material)

### **Writing a reference list using the Harvard style**

This is your list of all the sources that have been cited in the work. The list is inclusive showing books, journals, etc., listed in one list, not in separate lists according to source type.

- The list should be in alphabetical order by author/editor.
- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.
- Your reference list contains all the items you have cited or directly quoted from.
- When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.

Sometimes, especially when writing in a new field using an unfamiliar literature you read around the module considerably before settling on the references that you quote and cite to form your narrative argument. Should you wish to include this reading to indicate to your examiner items you have consulted but not cited, the addition of a bibliography might be useful. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. If you can cite from every work you consulted, you will only need a reference list.

### **How to write references for your reference list (and bibliography): Harvard style**

Below is a list of the information required to write a reference in the Harvard style for a number of commonly used sources; each with an illustrative example.

#### **Book: print**

- Author/Editor (if it is an editor always put (ed.) after the name or (eds.) if there are multiple editors)
- (Year of publication)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher

Vygotsky LS. (1978). *Mind in Society: the development of higher mental process*. Cambridge MA: Harvard University Press.

**Book: online/electronic**

- Author/Editor (if it is an editor always put (ed.) after the name or (eds.) if there are multiple editors)
- (Year of publication)
- Title (this should be in italics)
- Edition (if not the first edition)
- [Online]
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Available from: URL
- [Date of access]

James, W. (1907) *Pragmatism*. [Online] Indianapolis, Hackett Pub. Co. Available from: <http://www.authorama.com/pragmatism-1.html> [Accessed 1st September 2011].

**Book: chapter in an edited book**

- Author of the chapter
- (Year of publication)
- Title of chapter followed by In:
- Editor (always put (ed.) after the name)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Berthiaume, D. (2009) Teaching in the Disciplines. In: Fry, H., Ketteridge, S. & Marshall, S. (eds.) *A Handbook for Teaching and Learning*. 3rd edition. New York, Routledge. pp 215-225.

**Journal article: print**

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- Volume number
- Issue number
- Page numbers of the article (do not use 'p.' before the page numbers)

Wink, DJ. (2006) Connections between pedagogical and epistemological constructivism: Questions for teaching and research in chemistry. *Foundations of Chemistry* 8(2), 111-51.



### **Journal article: online/electronic**

If an electronic journal article has a DOI (digital object identifier), you can use this instead of the URL. The DOI is a permanent identifier provided by publishers so that the article can always be found online. Your lecturer may ask you to include the DOI, not a direct URL, in your written references.

To find the DOI, when you read an article online, check the article details as you will usually find the DOI at the start of the article. For more help, contact your librarian.

If you read the article in a full-text database service, such as Factiva or EBSCO, and do not have a DOI or direct URL to the article you should use the database URL.

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- [Online]
- Volume number
- Issue number
- Page numbers of the article (do not use 'p.' before the page numbers)
- Available from: URL or DOI
- [Date of access]

Eva, KW. & Lingard, L. (2008) *What's next? A guiding question for educators engaged in educational research. Medical Education [Online] 42(8), 752–754* Available from: <http://onlinelibrary.wiley.com/doi/10.1111/j.1365-2923.2008.03135.x/full> [Accessed 1st September 2011].

*or*

Eva, KW. & Lingard, L. (2008) *What's next? A guiding question for educators engaged in educational research. Medical Education [Online] 42(8), 752–754* Available from: DOI: 10.1111/j.1365-2923.2008.03135.x [Accessed 1st September 2011].

Note: articles published online may not have page numbers.

### **Web page/website**

- Author/Editor (use the corporate author if no individual author or editor is named)
- (Year of publication) (if available; if there is no date, use the abbreviation n.d.)
- Title (this should be in italics)
- [Online]
- Available from: URL
- [Date of access]

General Medical Council (2009) *Tomorrow's Doctors* [Online]. Available from: [http://www.gmc-uk.org/education/undergraduate/tomorrows\\_doctors\\_2009.asp](http://www.gmc-uk.org/education/undergraduate/tomorrows_doctors_2009.asp) [Accessed 1st September 2011].

### **Personal communication**

- Name of practitioner
- Occupation
- (Personal communication, followed by the date when the information was provided)

Riley, D. (2011) Senior Lecturer in Educational Development. (Personal communication, 1st September 2011).

### **Lecture/presentation**

- Name of lecturer/presenter
- (Year of lecture/presentation)
- Title of lecture/presentation (this should be in italics)
- [Lecture/Presentation]
- Title of module/degree course (if appropriate)
- Name of institution or location
- Date of lecture/presentation (day month)

Riley, D. (2011) *Introduction to Cognitive Approaches to Learning*. [Lecture] Imperial College London, 1st September.

### **Thesis/assignment/portfolio (an unpublished piece of work)**

Name of author

(Year of writing)

Title of thesis, assignment, portfolio (this should be in italics)

(Unpublished thesis/assignment/portfolio)

Name of institution for which the work has been written, (if appropriate)

Riley, D (2011) *The Use of Metaphors in Educational Literature* (Unpublished thesis, submitted for PG Diploma in ULT) Imperial College London.

## **Sources of further help**

For more referencing examples:

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

## **Want to use reference management software?**

The Library recommends RefWorks for undergraduate and Master's students, and EndNote for postgraduate research students and staff. We would recommend using some reference management software, but would suggest that you use whatever you are used to; although perhaps this course would give you a chance to try something new - and it can be an advantage to keep your educational referencing database separate from that of your primary research field.

## **Information and training**

Library services learning support:

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

Contact the Professional Services and non-academic staff librarians for more advice:

<https://www.imperial.ac.uk/admin-services/library/contact-us/your-librarian/professional-services-and-non-academic-staff/>