

Imperial College London

Faculty of Engineering
Department of Earth Science and
Engineering

Undergraduate Student Handbook

Student Handbook

2023-24

DISCLAIMER: THE INFORMATION IN THIS HANDBOOK IS SUBSTANTIALLY CORRECT AT THE TIME OF PRINTING. WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE INFORMATION IN THIS DOCUMENT, THE DEPARTMENT CANNOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS CONTAINED WITHIN.

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Welcome to the College

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

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

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

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

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.



Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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



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



Introduction from the President of Imperial College Union

Welcome to Imperial!

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

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

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

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

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

No matter what problems you have or opportunities you're looking for, we're here to help.

Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Camille Boutrolle

Imperial College Union President 2023-24



union.president@imperial.ac.uk
imperialcollegeunion.org

1. Introduction to the Department of Earth Science and Engineering (ESE)

Welcome to ESE and Imperial College London

“Welcome to the Department of Earth Science and Engineering and our vibrant community of students and staff. Whether you have chosen a Geology, Geophysics or Earth and Planetary Science degree, the next few years of studies will equip you with the skills to make a real difference in our ever changing world, and pursue a career you are passionate about. We are excited to be part of your journey and we are there to educate, support and enable you along the way.”

- Professor Tina van de Fliertd
Head of Department, Earth Science and Engineering

Welcome to the Department of Earth Science and Engineering. We hope that you will participate fully in the life of the Department and the College during your time at Imperial College London. You will quickly learn that we are a lively, welcoming Department and we hope that you will soon feel part of our small community.

The core of our degrees is the provision of an education that ensures each student reaches a high level of competency in applying maths and science to understanding the Earth and planets, while maintaining a long tradition of excellence in observational field geology. However, University is not only about acquiring skills and knowledge in the subject that you are passionate about. We hope that you will gain other transferable skills and knowledge that will help you in the transition to the wider world at the end of your degree. It is up to you to take advantage of the opportunities that are offered while remembering that you still need to do quite a lot of work for your degree. We encourage you to seek out the many clubs and societies that Imperial has to offer.

University students are expected to take responsibility for their own learning and welfare. However, the Department and the College provide many services to help you learn and to guide you through your time as an undergraduate. If you are unable to find the information that you need, don't hesitate to contact your personal tutor, or indeed any of us. We are here to help.

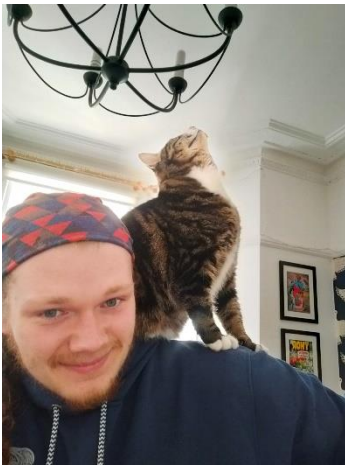
This handbook is packed with useful information that should serve you well during your time here. Please do read it, and keep it handy as a reference. It begins with a summary of important Imperial College principles and services, then details what you need to know about our department. A short safety and obligations section is *especially* important for you to read and be familiar with. We then deal with all aspects of our teaching and your course, before finishing with sections on support and on procedures to follow should anything go wrong. Most of you will never need these last sections – but it is worth familiarising yourself with them nonetheless.

On behalf of all my staff colleagues in the Department of Earth Science & Engineering, I wish you a fulfilling and enjoyable undergraduate experience.

Professor Gary Hampson, Director of Undergraduate Studies (DUGS)
September 2023

Welcome from Earth Science and Engineering Departmental Representative

The 2 Dep Reps (Department Representatives) are Union-elected positions held by students within the department. Whilst the roles are split into Academic Dep Rep and Wellbeing Dep Rep, the work they do is intrinsically linked to each other. Each year group will also have a pair of 'Year Reps', one for Academics and one for Wellbeing. These are elected by yourselves at the start of the Autumn term. They gather feedback on your issues (be they academic- or welfare- related) and report back to the Dep Reps, and form a crucial element of the '-representation network'. Currently, both Dep Rep roles are being covered by Jakob Slater-Morris (a fourth year Geology student), but hopefully another student will be elected this term to take on the role of Academic Dep Rep.



Hi everyone, congratulations on achieving your place at Imperial and welcome to the Department of Earth Science and Engineering.

I'm Jakob, a 4th Year Geology student, and this year's Wellbeing Dep Rep (and also currently Academic Dep Rep).

The Dep Rep roles essentially act as representatives of the student voice within various departmental meetings, one of which is co-chaired by the Dep Reps as well. In the role of Dep Rep, I will be regularly meeting with your Year Reps to gather any feedback and discuss any issues which you may have.

These issues can be related to either academics (for example if you feel like there's issues with feedback or workload for any modules) or wellbeing (things such as finance or mental health).

These issues will be raised to senior members of the department (such as the DUGS or the Senior Tutors) and will hopefully be dealt with. However, student feedback (normally in the form of surveys (in the middle of and at the end of modules) or casual conversations) is a vital part of this. Without feedback from the student body, the work we can do as Reps is limited, making yourselves the most important part of the representation network. If you have any issues, please do let your Year Reps or myself know.

I will be meeting with the senior members of the department regularly (DUGS, Senior Tutors, Wellbeing Advisor) on a regular basis, to ensure that issues are dealt with as quickly as possible.

The RSM, and ESE in particular, is lucky to have very good inter-year relationships. These connections are built via the Mentors scheme (run by the department), clubs and societies (which I highly encourage you to get involved with) and by the Mums and Dads Scheme. These Mums and Dads are also a great place of advice and help if you need it.

Throughout your time in ESE, there will be times when you will be challenged academically but it shouldn't come at the cost of enjoying your time at university. Any concerns and issues you have are valid, and feeding back on them helps make sure the Department does the best it can in supporting you. The staff in our Department are fantastic at responding to feedback, and you will hopefully see that soon after you start your time here.

I look forward to meeting you all in the next few weeks, and if you have any questions, please don't hesitate to drop me an email.

Jakob (Jakob.slater-morris20@imperial.ac.uk; js1920@ic.ac.uk; esewrn@ic.ac.uk)

Departmental staff

We have around 50 academic staff and 40 support staff, not to mention the post-doctoral research staff and post-graduate students. While not all staff and post-graduates are involved with undergraduate learning and teaching, the majority are. You'll find details of all academic and professional staff on the ESE webpage here: www.imperial.ac.uk/earth-science/people/

To find the email or the room for any teaching staff in the Department look on ESESIS (follow the staff-member link), or find them through the College Outlook address book, or the departmental website. Be aware that some names are common – make sure it's the right person!

Academic Staff Offices

All the staff who teach you are very approachable and willing to listen and help you individually. Academic staff offices are found on the ground, first, second, third and fourth floors. Some of these are swipe-card access areas; here there will be a phone outside the door that goes directly to the staff member's desk. Call them and they will come and find you. It's normally best to email staff-members first if you want to meet with them.

Most staff carry out a mixture of working in the Department and working remotely from home; you are welcome to contact staff during normal office hours (09:00 – 17:00) via email or in person during designated office hours where applicable. Please do not contact staff via Teams unless they explicitly tell you to; Teams messages are easily missed. Office telephone numbers are in many cases forwarded to staff when they are not on campus, so you are welcome to try calling too.

Undergraduate Support Staff

The Undergraduate Education Team are located on the ground floor corridor in the Undergraduate Teaching Office. They are:

Name	Telephone	Email	Room	Role(s)
Nicholas Dean	02075947162	n.dean@imperial.ac.uk	G.24	Undergraduate Education Manager
Riki Clarke	02075946478	riki.clarke@imperial.ac.uk	G.24	Undergraduate Programme Coordinator
Rob Lowther	02075947428	r.lowther@imperial.ac.uk	G.24	Rock Collection and Fieldwork Administrator
Cindy Valuto	02075942889	c.valuto@imperial.ac.uk	G.24	Admissions Officer

Other Support Staff

There are many other departmental support staff, although most of their roles do not involve undergraduates. Jason Hoadley is responsible for departmental services and Carolyn Newell is the Departmental Operations Manager (DOM).

Building defects should be reported by e-mail to: efcsc@imperial.ac.uk (see 'When things go wrong' section below).

Name	Telephone	Email	Room	Role(s)
Jason Hoadley	02075947434	jason.hoadley@imperial.ac.uk	1.30	Department Services Manager
Carolyn Newell	02075946405	carolyn.newell@imperial.ac.uk	G.23	Departmental Operations Manager

Academic and teaching staff with key undergraduate roles

People are listed by role below, and the table underneath gives their contact details.

Name	Telephone	Email	Room	Role(s)
Tina van de Flierdt	02075941290	contact via Executive Assistant	G.30	Head of Department
Bethany Crenol	02075947401	b.crenol@imperial.ac.uk	G.28	Executive Assistant to Head of Department – contact them first if you want to reach the Head of Department
Gary Hampson	02075946475	g.j.hampson@imperial.ac.uk	TBC	Director of Undergraduate Studies
Dominik Weiss	02075946383	d.weiss@imperial.ac.uk	2.39	Senior Tutor
Valentin Laurent		v.laurent@imperial.ac.uk	2.37b	Senior Tutor
Emma Passmore	02075946429	e.passmore@imperial.ac.uk	1.37	Deputy Admissions Tutor and Outreacch
Anita Murphy		anita.murphy@imperial.ac.uk	G.33	Student Wellbeing Advisor & Departmental Disability Officer

Philippa Mason	02075946528	p.j.mason@imperial.ac.uk	G.31	Departmental Careers Advisor
John Paul Latham	0275947327	j.p.latham@imperial.ac.uk	4.97	Field Safety Officer
Yves Plancherel	0275941034	y.plancherel@imperial.ac.uk		Year Abroad Co-ordinator
Lorraine Craig	0275946436	l.craig@imperial.ac.uk	Faculty Building	Faculty Senior Tutor

How we communicate

Personal Communication

You will find that we are a small and friendly Department; staff are very approachable and willing to listen and help you individually.

In general, your first point of contact for any questions about a particular module should be the member of staff who teaches you. If your query is about anything else and you don't know the right person to talk to, try your Personal Tutor. If *they* are unable to help, then contact the Senior Tutor (for welfare questions), or the Director of Undergraduate Studies (for academic questions). The Undergraduate Education Team in Room G.24 (Undergraduate Teaching Office) should also be able to assist you with non-academic enquiries.

You will often find it easiest to make initial contact by e-mail - most staff do not operate an 'office hours' system and may not be able to see you straight away, so you will often need to arrange a time to meet, either in-person or online.

E-mail Communication

The Department and other parts of College will contact you frequently by e-mail, and this is also the best way for you to contact us. After registration you will be allocated an e-mail address and password. **We assume that students are checking email regularly**, and occasionally we will need to make last-minute announcements via email, so make sure you do check several times a day! There are accessible computers located throughout the College that you can use for this, though you are **very strongly advised to set up College email on your mobile device(s)**. ICT have a help desk on the first floor of the Abdus Salam Library that can help you with this, but they also maintain a webpage that explains how to do it - see <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/access-office-365/>

E-mail Etiquette

We all have lives – you included. If you e-mail a member of staff on a Friday evening, for example, you may not get a reply until early on Monday. Staff may also occasionally be out of contact (e.g. on fieldwork or working flexible hours). In order to maintain a healthy work-life balance, please do not email staff on weekends. If someone does email you on a weekend or outside of your own working hours, you are not expected to respond.

If you email a member of staff, please give a reasonable time for a response. If you have an urgent query and cannot get a reply from a member of staff, please refer to the Guidelines for Communicating with staff flowchart to see who can help you get a response.

Guidelines for communicating with staff

<p>UG Team</p> <p>Coursework, exams, timetable, general queries related to UG programme, etc.</p>	→	<p>Contact by email (ese-ug-education@imperial.ac.uk)</p>	→	<p>if no response, send follow up email/call UG Programme Coordinator or UG Education Manager</p>
<p>Module Coordinator</p> <p>Assessment content, feedback, etc.</p>	→	<p>Contact by email</p>	→	<p>if no response, send follow up email/call UG Programme Coordinator or UG Education Manager</p>
<p>Personal Tutor</p> <p>Academic guidance, welfare support, personal tutorials, etc.</p>	→	<p>Contact by email</p>	→	<p>if no response, email/call the Senior Tutor</p>
<p>Registry/Central College</p> <p>Tuition fees, international student support, student hub</p>	→	<p>Contact by email</p> <p>Tuition fees: tuition.fees@imperial.ac.uk</p> <p>International Student Support: international@imperial.ac.uk</p> <p>Student Hub: student.hub@imperial.ac.uk</p>	→	<p>If no response, go to student hub, which can be found on 3rd floor of the Sherfield Building. If further support required email/call UG Education Manager</p>
<p>Welfare Support</p> <p>Anything to do with your physical or mental health, and general wellbeing.</p>	<p>Is your query urgent?</p>	<p>Yes → contact your personal tutor, the Student Wellbeing Advisor or Senior Tutor by telephone</p>	→	<p>if you prefer to reach out via email, please email either your personal tutor, the Student Wellbeing Adviser or Senior Tutor</p> <p>if you cannot get through to any of these contacts, please contact DUGS, UG Education Manager or UG Programme Coordinator by phone</p>
		<p>No → contact your personal tutor, the Student Wellbeing Advisor, or the Senior Tutor</p>		

If you have a life-threatening emergency, please call 999 if you are off campus or if you are on campus call 0207 594 4444.

Note 1: If you send an email and receive an out of office notification, please wait until the staff member has returned before following up your query. If your query is urgent (i.e. you will be severely disadvantaged if you don't receive a response before their return), please contact either the contact listed in the out of office notification OR UG Programme Coordinator.

Note 2: If your query relates to any type of deadline or important event (i.e. exam) within 48 hours or less, please contact the UG Programme Coordinator and/or the UG Education Manager by telephone and/or email.

Note 3: Standard working days are Monday to Friday (i.e. not including weekends). College closure days and holidays (i.e. bank holiday) are not considered working days as staff are not required to work or respond to emails on these days.

ESESIS

ESESIS (Earth Science and Engineering Student Information System) is our custom-built web-based software that handles much of our student interaction in one convenient interface. You can access it from any device at <https://esesis.ic.ac.uk>. You will need to log-on using your College user ID and password.

First year students get a quick introduction to ESESIS and module selection as part of your induction activity.

Facilities provided by ESESIS include

- A repository for your personal data, which you are able to update (e.g. home and term time addresses, and contact numbers, current time zone) – please also remember to update your MyImperial student record with the central College as well, they are NOT automatically linked.
- Selection of optional modules, subject to the constraints for core and optional modules and their pre-requisites.
- Module information, including detailed module content and learning outcomes, files provided by the staff teaching the modules (e.g. handouts, links to video recordings), how feedback for that module will be delivered, reading list for the module, deadlines and most other information that you need to know, including who is teaching the course and who the Graduate Teaching Assistants (GTAs) are [see below].
- Upcoming coursework deadlines, and information on when coursework return is due.
- Submission of coursework online (where permitted).
- Reminders about upcoming and overdue coursework.
- View your feedback when it is submitted via ESESIS.
- View your own coursework results online when they are released.
- Enter any work experience or internships that you may have undertaken.
- Selecting your pronouns so we can address you correctly.
- Recording your name so we can pronounce it correctly.
- Many other things too (e.g. voting for the GTA of the year).

Please add a photo of yourself to your profile as soon as you can, and keep your personal information up to date. You must also add your passport details as we need this information for fieldtrip administration. Please note it is your responsibility to keep your passport details updated in ESESIS. You have the option of indicating your preferred pronouns, and of making a voice recording of your own name for us to access, which helps us get pronunciation right!

Information and documents that we need from you

All data are collected and hence in compliance with GDPR regulations. See <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/>

Mobile phone numbers and contact details

We will ask first year students to provide your mobile phone number at the start of the term – this is so we can contact you for safety during fieldwork (where applicable) and in case we need to contact you in an emergency. **It is imperative that you keep your address and contact details updated on both ESESIS and My Imperial** (the two systems do not link up).

Trusted Contact

We strongly recommend that you list a Trusted Contact (e.g. a person who is close to you, but not necessarily your next of kin), whom you give permission for us to contact in case we are concerned about your welfare. Contact the Senior Tutors for more information.

Societies

There are three undergraduate societies that wholly or partially exist for our students, and they have overlapping membership. These are Imperial College Geology society, <https://www.imperialcollegeunion.org/activities/a-to-z/geology>, the Geophysics society, <https://www.imperialcollegeunion.org/activities/a-to-z/geophysics>, and the Royal School of Mines (RSM) Union: <https://www.union.ic.ac.uk/rsm/exec/>. The latter also serves students of other departments in the Royal School of Mines building. All three run lots of activities each year; they will e-mail you regularly about these but do also have a look at their websites to see what they have planned.

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students' Union. There are several sabbatical student positions that come up each year. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with the Director of Undergraduate Studies the possible effect on your academic studies and, where appropriate, how best to prepare to resume your studies in the event that you are elected.

If you require space within our Department for society activities, for example to host an activity or committee meeting, please contact the Imperial College Union. More information can be found here: <https://eactivities.union.ic.ac.uk/training/facilities-and-spaces/room-bookings>. Please do not approach the Undergraduate Education Team for this – they can only book rooms for the academic timetable.

Teaching and outreach opportunities within the Department

Undergraduate Teaching Assistant (UTA)

Fourth year students have the opportunity to be an Undergraduate Teaching Assistant (UTA). UTAs assist academic staff in teaching and demonstrating practical classes for the module to which they are assigned. A super-user group of assistants (the ESE UG GTA Admin team) manage demonstrating, and information about this will be provided by email or by contacting eseug-gta-admin@imperial.ac.uk.

It is extremely important to note that you do not work unless you are a registered Casual Worker with the College. You must carry out the steps needed to become registered before you commence any type of paid work for the Department.

If you have a query about your Casual Worker status please email: ese-casualpay@imperial.ac.uk in the first instance.

Full instructions on becoming registered and up to date versions of documents can be found on the relevant Department's webpage (login required): www.imperial.ac.uk/earth-science/current-student-staff-info/studentdemonstrators/

Become an ESE Student Ambassador

Each year the Department meets hundreds of prospective students at Open Days and outreach events, where more than anything they want to hear about your experience of studying in ESE.

We invite students who want to represent the Department, join in with some fun events, meet prospective students and put “Earth Science and Engineering Student Ambassador” on their CV.

Student Ambassadors for ESE must meet certain criteria in order to be recognised in this role. Detailed information can be found here: www.imperial.ac.uk/earth-science/current-student-staff-info/ug/ambassadors/

The Department appreciates the time and effort our student ambassadors put into the above events, and will provide support, training and opportunities to undertake further outreach (e.g. schools talks) if you’re interested. Being a Student Ambassador doesn’t have to be a one-off event, as we regularly need volunteers for various events throughout the academic year.

Attendance and absence

You are an adult, and it is ultimately your decision to attend lectures and practical classes or not. Nonetheless **we do expect full attendance** at all lectures, practical classes, additional induction and other sessions, and on field courses (where applicable). It is quite simple: if you do not attend you are unlikely to perform well, and risk falling behind your peers. It can be difficult to catch up once term is underway and there are competing demands on your time. Students are occasionally tempted to skip lectures as these are normally recorded using the Panopto system. You are very strongly urged to resist this temptation – recordings are intended as a supplement and revision aid, not a replacement for attending at the time. Additionally, most lectures are followed by interactive practical classes where the real learning occurs. If you are asked to watch pre-recorded Panopto lectures/undertake an informal quiz/do some pre-reading as preparation for a class it is also important that you do so, or you will not be prepared for the interactive elements. Also, please note that we do not guarantee recording of all Panopto lectures so if you miss a session it may not be possible to catch up at a later date.

Punctuality is part of attendance. Out of respect for your staff and fellow students, please be on time for your lectures. Unless otherwise notified, all morning classes start at 09.00 and afternoon classes at 14.00. We recognise that transport may sometimes fail to perform as advertised, but it is your responsibility to build sufficient time into your travel plans to allow for all except the most exceptional delays.

We will periodically monitor attendance in classes, and your academic progress throughout the year. If you do not submit coursework or attend classes you will be required to meet with the Director of Undergraduate Studies or Senior Tutor. Lack of attendance at lecture and practical classes and lack of submission on coursework can be brought to the attention of the DUGS and Senior Tutor.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office. In addition, if your degree is sponsored, we may be required to report on your attendance to your sponsor.

You must inform your personal tutor or one of the senior tutors if you are absent from College for more than three days during term (**even during periods where you have no scheduled teaching**). If the absence is due to illness you must produce a medical certificate after seven consecutive days. If you miss an examination or the deadline for any other assessment (including lab work, in class tests and all forms of coursework or presentation) due to illness or other unforeseeable and unavoidable circumstance you must follow the College’s Mitigating Circumstances Policy and Procedure. Please note all claims for mitigation must be submitted within 10 working days of the examination or assessment

deadline. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected and in case of illness, medical certificate signed by a doctor will be required for any missed assessment (i.e. self certification **will not** be accepted as evidence). Please see the section on mitigation below. Absence or missed attendance due to circumstances beyond your control (e.g. illness) is different – this is covered in the '*If things go wrong*' section in this handbook.

It is also your responsibility to check the term dates, and make sure that you seek permission from the Senior Tutor if you need to leave college or break early before the end of term. Whilst we are sympathetic to students wanting to take advantage of cheaper travel arrangements by pre-booking, it is always best to check.

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

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

Key dates 2023–24

Term dates

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

Closure dates

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

Key events

Great Exhibition Road Festival:	15 June 2024 – 16 June 2024
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2. Programme information

Imperial Mobile app

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

 www.imperial.ac.uk/imperialmobile



Welcome to Imperial app

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

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

Equality, Diversity and Inclusion at Imperial

Our strategy is a call to action to everyone at Imperial – staff and students – who believes that the dignity and individuality of every other person here should be respected and cherished.

<https://www.imperial.ac.uk/equality/governance/strategy/>

You can also see when key diversity dates are in the Equality, Diversity and Inclusion calendar: <http://www.imperial.ac.uk/equality/activities/calendar/>

What we do in the Department

The Department of Earth Science and Engineering is committed to continually supporting and further developing a vibrant, diverse and inclusive community of staff and students. <https://www.imperial.ac.uk/earth-science/about/edi/>

"We aim to develop a culture that promotes personal responsibility for equality rooted in respect and dignity." Prof Tina van de Fliert, Head of Department

As a Department, our values are:

Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring

Our values support us to achieve our vision for ESE to be a place for excellence in research and teaching, and for ESE to be the best place to study, work and to develop your career.

The department hosts an annual rolling programme of workshops which all staff and students are expected to attend. These include:

- ESE Values
- Equality, Diversity and Inclusion
- Bullying & Harassment
- Racism Awareness

- Unconscious Bias
- Active Bystander

Workshop and training opportunities will expand, so keep an eye out in future communications.

ESE Equality, Diversity, Inclusion and Culture Committee

The Department's Equality, Diversity, Inclusion and Culture (EDIC) Committee, chaired by [Dr Becky Bell](#) who, along with our EDI co-ordinator, [Sophia Quazi](#), is responsible for driving forward the equality, diversity, inclusion and culture agenda in the department, providing support and guidance to all staff and students.

It is representative of the whole department and therefore includes a diverse representation from the academic and teaching staff, professional and technical staff, research staff, undergraduates, taught and research postgraduates. If you're interested in advancing equality, diversity, inclusion and culture within the department and joining our committee, please email Becky and Sophia directly.

ESE Athena SWAN Self-Assessment Team

The ESE Athena Self-Assessment Team, reporting to the ESE EDIC and co-chaired by [Dr Katharina Kreissig](#) and [Dr Becky Bell](#), have been awarded Bronze Athena SWAN. The Advance HE's Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women and address gender equality more broadly. This application process is providing the department with an opportunity to reflect on the great things we do to encourage gender equality and also to develop action plans to improve things even further. More information can be found here: <https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/>

Support for Bullying and Harassment

If you ever need support during your time at Imperial, there are many services within ESE and the College. ESE and the College are committed to creating an inclusive environment free of all forms of discrimination. This includes direct and indirect forms of harassment, bullying and victimisation.

If you ever experience bullying and harassment, including sexual or racial harassment, there are a number of support services available to you:

- [Report and Support tool](#) – Anyone can use the tool, including staff, students, contractors and visitors to the College. You can use the tool if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.
- [Student Harassment Support Contacts](#) - The College has a number of trained Student Harassment Support Contacts (HSCs) who are here to listen and signpost you to relevant specialist support. They have received specialist training which enables them to listen to your concerns and experiences relating to bullying, harassment, discrimination and sexual misconduct. They can be contacted directly through their email, shsc@imperial.ac.uk.
- [Sexual Violence Support](#) – There are seven [Sexual Violence Liaison Officers](#) (SVLO) who are Imperial staff who work in different departments and services across the College. They have received specialist training to support students who have experienced sexual violence. They are not counsellors but will listen to you and can help you access the right support and information. They can be contacted directly through their email, svlo@imperial.ac.uk.

- [Imperial College Union Advice Centre](#) – The Advice Centre can provide professional advisors to help support students through a wide range of challenges they may face during their time at Imperial. They can also provide advice and support for bullying and harassment. They can be contacted directly through email (advice@imperial.ac.uk), phone (020 7594 8060) or through booking an appointment on their website.

Further support

There is also wellbeing support providing within the department and the College.

ESE has a dedicated Student Wellbeing Advisor, Anita Murphy. You can learn more about her and wellbeing at ESE on this website: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/>

The College provides counselling for students. Their website lists details of the service and how to book: <https://www.imperial.ac.uk/counselling/>.

Student Support Zone links to a wide variety of support services available at the College: <https://www.imperial.ac.uk/student-support-zone/>.

Dates and Timetable

All of our teaching times are given in UK time; it is your responsibility to check if we are in Greenwich Mean Time (GMT) or British Summer Time (GMT+1).

Autumn term (11 weeks) - Year 4 have no timetabled teaching this term – they do MSci projects.

Week 1	Induction / Welcome week
Weeks 2–5	‘Normal’ teaching
Week 6	Reading Week*
Weeks 7–10	‘Normal’ teaching
Week 11	Reading Week*

Spring term (11 weeks)

Week 1	Examinations
Week 2 Mon-Wed	Reading Week
Weeks 2–9	‘Normal’ teaching
Weeks 10–11	Reading Weeks*, including fieldtrips / Earth Science and Climate Report project in year 2

* ESE Reading Weeks do not have normal module teaching, but may have other timetabled classes including revision sessions, fieldtrips, briefings, workshops, safety classes, etc.

Summer term (9 weeks)

Results are released shortly after Week 9 following the meeting of the Examination Board. Each year group has a unique summer term, which is outlined below.

Year 1

- Weeks 1–2 Examinations
- Week 3–4 Spain fieldtrip
- Week 5 Graphics workshop
- Week 6–9 No timetabled work (don't rely on this being completely free – it is still term-time)

Year 2

- Weeks 1–2 Examinations
- Week 3–4 Geologists: Scotland fieldtrip. Geophysics: Cyprus data-processing
Earth Scientists: Environmental Geochemistry
EPS: Any of the above, depending on module choices
- Week 5–9 Geologists and some EPS: Independent project (field mapping component)
- Week 5–9 Earth Scientists: Independent project
- Week 5–6 Geophysics and some EPS: Cyprus data-processing
- Week 7 Geophysics and some EPS: Workshops for independent project
- Week 8–9 Geophysics and some EPS: No timetabled work (don't rely on this being completely free – it is still term-time)

Year 3

- Weeks 1–3 Examinations
- Week 4–5 Geologists: Sardinia fieldtrip. Most Geophysics: Seismic Processing. Earth Scientists: varies EPS: varies
- Week 6–7 Geologists: Sardinia reports. Geophysics: Seismic Processing assessed work. Earth Scientists: varies EPS: varies
- Week 8–9 No timetabled work (don't rely on this being completely free – it is still term-time)

Year 4

- Weeks 1–3 Examinations
- Week 4–5 *Geol*: Apennines fieldtrip. *Geophysics/Earth Sci*: Group Project or Apennines
- Week 6–8 No timetabled work (don't rely on this being free – it is still term-time)
- Week 9 MSci Poster Presentation

The CELCAT timetable

Your personalised timetable, which tells you which rooms you need to be in and when, is provided through the college CELCAT timetabling system (see www.imperial.ac.uk/timetabling/view/). This information can be viewed through a web browser, or (most usefully) can be connected to your smartphone. See www.imperial.ac.uk/timetabling/mytimetable/ for details.

Almost all ESE events will be scheduled through CELCAT, but you should also monitor your email for details of other ad-hoc teaching or other events which might occasionally not be.

CELCAT will clearly indicate if a session is fully online or in-person; please check this carefully.

Our degree courses

Our programmes lead to the award of a BSc degree after three years of study, or to an MSci degree after four years of study. An additional quality threshold exists for students on the MSci programme, who must be on course for an upper second (or higher) degree mark at the end of their second year.

The Departmental website, <https://www.imperial.ac.uk/earth-science/prosp-students/ug-courses/> provides up-to-date details of the courses.

The present programmes follow three streams; Geology, Geophysics, and Earth & Planetary Science (EPS). While these share many modules, they differ in emphasis; for instance geology degrees include more fieldwork, geophysical degrees involve more mathematics and computing, and EPS degrees include a substantial extra-terrestrial element. We offer BSc (3 year), MSci (4 year) and MSci with a year abroad degrees in Geology, Geophysics and EPS.

The year-abroad streams are very competitive and provide the opportunity for some students to spend their third year studying within a partner university overseas.

Alternatively, for students on the Geology or EPS programmes it is also possible to transfer onto a different degree scheme during your first or second year - the BSc or MSci in Earth Science. These degree schemes offer less fieldwork, and more Earth Science, environmental and geochemistry focused modules, with a major, non-fieldwork year 3 project focussing on Earth Science issues.

Induction programme

Induction programmes are part of the experience of joining any organisation, from a part-time job to a big corporation, and coming to university is no different - nor indeed is returning to university each academic year. Week 1 of the autumn term is an induction week for ESE students.

First year students have a longer induction, which extends into a programme of workshops through the Toolkit for Geoscientists module. This programme initially explores the skills that you may need to develop for a successful, university career. ESE staff, together with colleagues from the Library, Careers Service and other parts of the College, will indicate what is expected of you and what you can expect from us. Together with the support of your Personal Tutor and others around the Department, this is designed to assist you in making a smooth transition from school or college to university life. The workshop programme extends into the second term, but there emphasises particular skills needed to support a geoscience degree (such as field skills and skills with computer graphics).

Modules and ECTS

The module system

Our degree programmes are modularised, i.e. they are split up into discrete packages of education called modules. Each module has a code and a name, (e.g. EART40007 Low Temperature Geochemistry), a co-ordinator (the staff member in charge of it – normally but not always the person who does most of the teaching on it), and other attributes such as a syllabus and learning outcomes. You can look all these up on [ESESIS](#). Modules also have a size, measured in ECTS (European Credit Transfers). In theory, 1 ECTS = 25 hours of work, including your private study. Most modules in ESE are 5 ECTS in size, though a few are 7.5, and some project modules are larger. You take 60 ECTS of modules per year.

5 ECTS modules normally consist of 8 taught sessions, plus a ninth revision session that is not always used. Our sessions are normally all morning (9-12) or all afternoon (2-5) – refer to your CELCAT timetable for clarity. There are plenty of exceptions to these rules though, so check your timetable carefully!

The modules you will take depend on your degree and year. A document called the “Scheme for the Award of Honours” tells you which modules you will be taking, and how they contribute to your final degree mark. In your first two years you will study a set programme of modules designed to lead you through all foundation and core material. Exactly which modules you take in year 1 will depend on your pre-university experience – if, for instance, you did not study A-level chemistry or an equivalent, you will take a different chemistry module to those people who did.

See the ESESIS information page or www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/ for more details of which modules you will take, and the Scheme for the Award of Honours document.

All students are required to attend an academic briefing at least twice per year where the key points about this document are explained in addition to any changes. You will be informed of the dates in advance; attendance lists are taken, and attendance is mandatory. Students who do not attend are normally followed up.

Choosing your modules

Returning students will have already chosen their modules for autumn term – spring term module selection will be done later. New first years will be guided through the process at induction, although their module-choice is largely predetermined. For years three and four, where substantial choice of ‘elective’ modules exists, students are given considerable support, advice and guidance when choosing their modules. If you feel you need more advice, just ask the Director of Undergraduate Studies.

Module choices are normally ‘locked in’ at a certain point in the year, typically early in the autumn term. To change modules after that, contact the Director of Undergraduate Studies.

It is very important that you **do not change modules without telling us and ensuring that ESESIS is up to date**. You are solely responsible for this. For both January and April examinations you will be entered for examinations according to the information provided on ESESIS, so it is very important that you check it carefully – if you fail to turn up to an exam you will be recorded as having failed the module. Likewise, if you are not registered for an examination you will not be allowed to sit it, even if you have attended the lectures. You will be advised by email of the date by which you must register for examinations.

I-Explore Modules

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

You will take an I-Explore module in your third year of study, normally in spring term.



www.imperial.ac.uk/study/ug/i-explore

Imperial Horizons

Imperial Horizons is a not-for-credit programme for all undergraduates. It is designed to broaden your education, inspire your creativity and enhance your professional impact. The modules fall into 3 fields of study:

- Change Makers
- Humanities
- Social Sciences and Languages

All Horizons courses are free and will be included on your degree transcript as a selling point for future employers.

Teaching structure and methods

LECTURES

Lectures are the formal part of teaching – most (but not all) taught sessions will start with a lecture. To get the most out of lectures try and be an active learner and ask questions, to help you follow the lines of reasoning. Preparing for a lecture in advance is also a good idea. Build up your file of notes and try and relate different parts, and maybe transform the material into a version you understand, question the material and make it your own. Keep on top of this and you will have no difficulties when it comes to revision.

Lectures are normally video-recorded using a web-based system called Panopto, which is available at imperial.cloud.panopto.eu. Recorded lectures can be viewed again during private study if you didn't understand something first-time-round. Recordings will be uploaded to the relevant Panopto folder. These recordings will also help you catch up if you miss a lecture due to illness or some other unforeseen circumstance – but you are **very strongly urged** not to use lecture recordings as a substitute for attendance. **Note that we do not guarantee that all lectures will be recorded**, as although every effort is made to record lectures with the Panopto, occasionally due to technical issues or for other reasons, recordings may not be available and so we do not guarantee that all lectures will be recorded.

PRACTICALS

Practical classes ('practicals') are part of teaching focused on active learning. They are at least as important as lectures! A lecture will often be followed by a single, long practical class in a three-hour session, although some lecturers prefer to mix short lectures and practicals over the three hours. **Missing practical sessions is even more detrimental to your education than missing lectures.** Practical classes are a vital interactive part of your learning experience – this is where the information from lectures gets turned into skills and gets reinforced by 'doing', and by constant interactive feedback from the staff, Graduate Teaching Assistants (GTAs) or Undergraduate Teaching Assistants (UTAs) and from your peers. You can explore your understanding of the course during a dialogue with others, and you will learn practical skills that you may use in your career. Remember to ask when you need assistance from others! Most of our practicals are **not** designed for you to simply work

through quietly on your own – you are meant to work with others and learn by discussing what you are doing. Some modules (e.g. maths modules) have extra 2-hour workshop/practical sessions associated with them as well – make sure you attend these too. Remember that practicals cannot be replaced by video recordings at all, and working through the exercises on your own is no substitute either - make sure you are present for them to get the most out of your education!

TUTORIALS

Tutorials take place in small groups of students in the first and second years. You will normally stay with the same Personal Tutor and the same tutor group through the whole of your degree. Tutorials encourage dialogue, exchange of ideas, self-expression and enhance your communication skills in a small group setting. In the first year you will have 8 Personal Tutorial sessions with your tutor group. In the second year, you stay with the same Personal Tutor and have 5 Personal Tutorials (which will guide you through your second-year independent project), with three extra Academic Tutorials with research staff on a new topic each session. Your Personal Tutor will continue to be a source of advice and support in your third and fourth year, but you will no longer have group tutorials.

MANAGING YOUR OWN LEARNING

Private study may include writing reports, completing problem-sheets, or completing coursework that was not finished or is in addition to the timetabled classes, and revision. The timetable allows time to be spent completing this private study perhaps in the evenings during term, in reading weeks or during holiday-time.

Time management. You should appreciate that attendance at courses is only one aspect of the general need to manage your time efficiently, which is possibly a new responsibility for you. You will need to watch out against frittering away too much time on long coffee breaks and so forth, as well as making your working day too short. You should also guard against working too many hours – this can also affect performance. Most students should spend an average of 40-50 hours per week on academic work, which includes time spent in scheduled classes. Some weeks you will need to spend more time than this, some weeks less time. However, do not allow less than 40 hours per week to become the norm, as this may lead to difficulties passing modules. If you use some of your lunchtimes to consolidate notes from morning classes, and spend 1.5 to 2 hours working each evening Monday to Friday during term you should be able to comfortably manage your workload, and find time for breaks; remember that efficient studying is the key!

Major Projects

In years 1 and 2, you will undertake coursework assessments supplemented by training workshops in the Year 1 and Year 2 toolkit modules, to prepare you for major independent projects in the later part of your degree.

In the summer term and into the holiday between your second and third year, each student will normally undertake their independent project. For geophysics students this involves writing code for analysis of a geophysics dataset, for geology students this means a fieldwork mapping project, and for Earth Science students this may be a desk or lab-based project. For EPS students, it will involve either a planetary landing-site selection project, or alternatively a geological or geophysical project. Projects continue into year 3 and are written up and normally submitted towards the end of the autumn term in that year. We will brief you about the project early in your second year and are expected to attend regular meetings

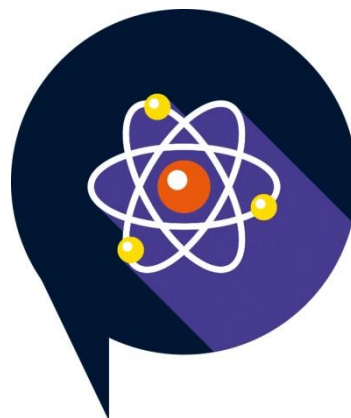
throughout year 2. Independent Projects may take a different form for students on year-abroad degrees – we handle this on a case-by-case basis.

Students on the MSci (4-year) degrees undertake a major research project, the MSci project, in the autumn term of their fourth year. This project is worth 30 ECTS and transitions students from learners into researchers. In the spring term of year three you will be given more details about your MSci project, how to apply for projects, what happens if you are on the year abroad scheme and what is expected from each student. We encourage all students from the start of year 3 to start talking to potential MSci project supervisors about the MSci topics they may offer. Each year, there are more topics than there are students, so you will not get left behind. Nonetheless, it is a good idea to start enquiring early.

Imperial Success Guide

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

 www.imperial.ac.uk/success-guide



3. Assessment

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

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

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

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

Coursework and deadlines

Coursework comes in two types; formative and summative coursework. Formative coursework is undertaken as part of the learning process – it is not assessed (i.e. it does not contribute a mark towards your degree), but exists to provide you with necessary practice, skills, knowledge, and of course feedback. Summative coursework is assessed, and is given a mark which contributes towards your degree. It does of course *also* provide you with practice, skills, knowledge and feedback, but in addition it is used to assess your progress. The exact form of coursework will vary enormously – you might be required to submit solutions to mathematical problems, an essay, a geological diagram, a computer program, or undertake a quiz, etc. Coursework (of all types) is very important - it is an integral part of the learning experience as well as in the assessment and monitoring of progress. **Students who do not complete coursework, either formative (not assessed) or summative**

(assessed), perform poorly in their degrees. Remember that your university experience is about learning and development, not about assessment.

Some of your modules will incorporate assessed (summative) coursework that you will need to complete to a deadline. Unsatisfactory performance in summative coursework may be interpreted by the Board of Examiners as evidence of a lack of commitment on your part.

ESESIS will provide you with the dates for submission for all coursework at the start of the academic year, and the submission method. Coursework is handed in online through ESESIS. When you submit coursework through ESESIS, you will receive an email receipt. If ESESIS shows a deadline in red then you have missed it – green deadlines are still in the future. ESESIS will also normally send an email reminder before an item of coursework is due to be submitted. These reminders are an ‘extra’ and we make no guarantees that they will appear! Keep an eye on your ESESIS homepage and on emails from the module co-ordinator to keep on top of your deadlines.


We try to distribute coursework throughout the term to avoid clashes, but since students follow different degree strands and in years 3 and 4 take elective modules, we cannot guarantee that you will never have two deadlines at the same time.

Occasionally module co-ordinators need to modify a deadline; expect notification of this by email. This change should also be made on ESESIS, but if you see that this has been omitted, please inform the staff member or the Director of Undergraduate Studies.

The most important piece of advice about coursework and deadlines is that you should **never leave things to the last minute**. Submitting coursework 5 minutes before the deadline, either online or in person, is a terrible idea – you are hostage to unforeseen events like computer crashes and transport failures. These are **not** considered valid reasons for late submission by College Regulations. Remember, deadlines are the *last* time you can hand in, not a target for when you should hand in. If you treat them as targets, you will eventually come unstuck. Instead, **you are very strongly advised to target submission at least a day or two before the deadline**.

Late Submission Policy

You are responsible for ensuring that you submit your coursework 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 (see below). 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/marketing-and-moderation/Late-submission-Policy.pdf

The policy permits students to submit work up 24 hours late and be awarded the pass mark (40% for most modules), provided of course that the work is of sufficient quality to pass. It is, hopefully obviously, a very bad idea to do this deliberately. **Ensure you meet your deadlines**. Coursework submitted over 24 hours late, without mitigating circumstances (see below), will automatically receive a zero mark.

If you cannot meet a deadline due to circumstances beyond your control, please complete the Extension Request Form online at https://imperial.eu.qualtrics.com/jfe/form/SV_9tKU25m2mlacYMB. Further details can be found here: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/>

Do not approach module co-ordinators for extensions to deadlines – they do not have the power to grant them.

Feedback and return of work

In ESE we are proud of our reputation for providing excellent and prompt feedback to students. Feedback is not simply ‘marks’ or ‘comments’ written on submitted work – it is an ongoing process that you may not even notice is occurring, and it may be given verbally, in a written form or electronically. It happens during practical classes, in workshops, in lectures, in tutorials, and in fact in almost every part of your learning. During fieldwork you receive constant feedback for many hours each day! Feedback is intended to extend your knowledge, skills and learning in a variety of ways. Each module will provide a statement on ESEIS detailing the nature of the feedback provided.

The ESE Undergraduate Feedback Policy states the following:

Examinations

This also covers ‘class tests’ taken under exam-like conditions, where they represent 2.5 ECTS of value or higher.

Whole-class feedback will be provided for each examination, normally at the same time as exam grade indications are released. Feedback may be written or may delivered in some other way (e.g. a recorded video). Feedback will normally provide overall performance indications and discussion for each element of the examination. Sample solutions/model answers will in most cases be provided, although this is at the coordinator’s discretion.

Individual feedback on examination scripts is NOT provided as a matter of course. If you wish to investigate your performance in a particular exam, please discuss the options with your personal tutor.

Assessed Coursework

Feedback for assignments will be delivered within 14 days of submission. There will be exceptions – notably large projects where the marking process takes much longer than this – but where we are not able to give you feedback within 14 days, the module coordinator will inform you.

Feedback for assessed coursework will normally be individual*, although sometimes supplemented with whole-class feedback. Individual feedback should be provided to you as a matter of course (you will not be expected to request it). Feedback may be delivered through a variety of mechanisms (written feedback as emails, returned work ‘marked up’, video recordings etc.) – this is left to the discretion of the module coordinator.

* Exceptions will be some small assignments, especially multiple-choice quizzes.


Formative (non-assessed) Coursework

You will also receive feedback on work that you submit but that is not assessed (in the sense that it has no ECTS weighting), in the same way as you would for assessed work. While the 14-day deadline does not formally apply in these cases, we will endeavour to adhere to it where possible.

If you find that you are not getting feedback from staff in line with the above policy, then inform your year Rep. about this (see Departmental Representative above), or notify the Director of Undergraduate Studies by e-mail.

Coursework and feedback may be returned to you in one of several ways: in class, electronically by email, electronically through ESEIS, or physically via the coursework

return system (see above.) If you are not sure which route is being used, ask the module co-ordinator.

 College Policy of Academic Feedback can be found on the Academic Governance website at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf

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

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

Assessment process

Summative coursework will be assessed (marked) by either the staff member who teaches the course, or by an appropriately trained Teaching Assistant who marks the script according to a marking scheme and assigns a mark that is moderated and approved by the staff member before being returned to you. Marks, as with feedback, will ideally be provided within two weeks, and we will notify you if for any reason this will not be possible.

Marks will normally be provided via ESESIS rather than being written onto hard-copies of returned work. Remember that coursework marks, like all marks prior to the Board of Examiners meeting in June, are provisional – they are subject to moderation by the Board.

Each item of coursework will have its own marking scheme and set of assessment criteria, which will normally be outlined when the work is set. Free-form written coursework (e.g. essays) are assessed according to the Swanson Criteria Scheme, outlined below – this is also true for free-form written elements of examinations. These criteria emphasise: relevance of the answer to the question that has been set, evidence of understanding, ability to synthesise and critically analyse, structure and organisation, evidence and relevance of productive supplementary reading, level of independent enquiry or creative ability, correctly referencing, and presentation/spelling/grammar. Unless told otherwise, you can assume that referencing, presentation, spelling and grammar will constitute 20% of the mark.

All marks you will receive use the following system of grading, which is also used in the award of your final degree.

70%+: First class

60%+: Upper second class

50%+: Lower second class

40%+: Third class

<40%: Fail (Except for Level 7 modules in years 3 and 4, which have a 50% passmark)

Swanson Criteria for the assessment of written work

Mark	Description	Requirements
100-90%	First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.	Outstanding work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.

89-70%	First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.	Showing the required qualities but occasionally falling below a general level of excellence. Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.
69-60%	A good grasp of the subject and some evidence of ability to synthesise and criticise, but falling short on excellence in one or both of these aspects.	Well organised; clearly presented; logical and sufficiently detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.
59-50%	Satisfactory, but lacking in distinction or with marked lapses.	Essential elements of solutions correct; basic understanding of relevant principles; little evidence of independent enquiry; solutions or arguments followed to reasonable (if not entirely correct) conclusions; competent (but not imaginative) mapping/design work; adequately presented; adequate level of consistent effort.
49-40%	Adequate knowledge but with poor appreciation of the subject. Pass	Sufficient factual recall; limited understanding of relevant principles; some competence in routine tasks; somewhat lacking in presentation or in the application of consistent effort.
39-0%	Fail mark	Work basically incorrect; defective recall of basic facts; little or no understanding of the relevant principles; failure to develop an approach that would achieve the desired outcome; unacceptable brevity or inadequate presentation.

Use of Generative AI Tools for Assessments

Presenting work as your own that was created by someone else or generated by an AI tool is plagiarism (see below), which is taken very seriously and is dealt with according to the College's [Academic Misconduct Policy and Procedure](#). For serious cases, this can lead to failed modules or withdrawal from your programme.

Using generative AI tools (e.g. ChatGPT) is generally permitted during your course, including during assessments. If the use of AI tools is not permitted during an assessment, this will be made clear to you. Where you have used an AI tool during an assessment, you must clearly acknowledge if and how you used them in all your submissions. The College library provide guidance on how best to [acknowledge AI tools](#).

AI tools should not be used to generate any textual answers for your submitted work, which instead should be written in your own words. However, using AI tools may be acceptable for certain purposes, for example improving grammar, prompting new ideas, or providing simplified explanations of complex topics. If you have any doubts about what is permitted for any assessment, please ask the module coordinator or person who set the assessment for guidance.

To ensure course standards are maintained, module coordinators may sometimes choose to invite a random selection of students to an 'authenticity interview' on their submitted assessments. This means asking some students to attend an oral examination on their submitted work to ensure that they created and understand it, by asking them about the


subject or how they approached their assignment. Being invited to an authenticity interview does not mean that there is any specific concern that you have submitted work that is not your own. For further details about college policy on AI tools, please refer to the Imperial webpage on [Generative AI Tools Guidance](#).

Instruction to Candidates for Examinations

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

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

instructions for exam candidates can be found here: |

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

Examinations

Governance and regulations

All aspects of assessment and examination are handled within the Department through the Board of Examiners, but many of the working practices are prescribed by College regulations. These regulations aim to ensure that the entire examination process is transparent and auditable, and that — as far as is practicable — errors do not occur. Furthermore, the regulations rigorously ensure that no student either gains an unfair advantage or is disadvantaged by the process. As a result, you can be assured that the results you obtain are fair, correct and unbiased.

The rigour with which the examination process is conducted means that you must precisely follow those parts of the procedures that apply directly to you. Some of these are outlined below; others will be transmitted to you by the Registry during the course of the year.

All registered students of the College are subject to specific regulations which may be updated by College from time to time. For most students these are the Regulations of Students and the Single Set of Taught Academic Regulations which can be found here: <https://www.imperial.ac.uk/about/governance/academic-governance/regulations/> For students who commenced prior to September 2019, please refer to regulations B which can also be found through the above link.

In addition, all students are subject to the College's terms and conditions which can be found here: www.imperial.ac.uk/students/terms-and-conditions

The examinations process is overseen by external examiners. 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.

It is inappropriate for students to submit complaints or representations direct to external examiners or to seek to influence your external examiners. 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: <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/>

If you have any questions regarding the assessment and examination process that cannot be answered by the DUGS or your Personal Tutor, you should contact The Undergraduate Education Team (ese-ug-education@imperial.ac.uk) for clarification.

Examination Timetable

For first- and second- year students, examinations take place during the first week of the spring term and the first two weeks of the summer term.

For third year students, examinations take place during the first week of the spring term and the first three weeks of the summer term.

For fourth year students, examinations take place solely during the first three weeks of the summer term.

The examination timetable will be made available via email well in advance of each exam period. **It is your responsibility to check the timetable and make sure that you attend at the correct time for your exam.**

The College provides the following information about religious obligations and examinations: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/

Examination Procedures

A few weeks before the start of the examinations, you will receive general instructions. Your candidate number is your College identification (CID) registration number.

All examination scripts and major elements of coursework are marked by at least two members of staff within the Department in accordance with a previously developed marking scheme. The use of candidate numbers on examination scripts means that a candidate's identity is not known to anybody marking a script.

The various meetings of the Board of Examiners occur in the final week of the summer term. The normal procedure for these requires that some students in their final year of study are interviewed by the visiting external examiners, **and so it is important that final year students are in attendance until the last day of the summer term.** Shortly after the Final Exam Board Meeting the summary results are released via personal tutors, but only to the students themselves (note that results are neither made public nor released to friends, family or sponsoring bodies). Detailed results are released through My Imperial by the Registry in July.

The Board of Examiners can reach one of several decisions after considering each candidate's performance. These are broadly classified as: pass the year; decision deferred (usually because some modules have been marginally failed and are required to be retaken in early September); repeat the year; or fail and withdraw.

In addition, if the level of performance is not sufficiently high, there may be a requirement to change from a four-year to a three-year degree course or to one that does not involve a year abroad. Please see the Scheme for the Award of Honours for details. This document is

available on the ESESIS information page, or at www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/.

In the event that you are required to re-sit an examination, you will be told about this at the same time that the results are released. Re-sit examinations always take place in late August.

Past Examination Papers

Past and sample examinations papers are available on the departmental website:

<https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/exams/>

Access to Examination Scripts

Although our experience shows that students often wish to see a script when the mark they obtain for some part of the course is less than they thought they would gain, we are also aware that there is little — if anything — to be gained from doing so, as marker's comments are limited to noting what was correct and what was incorrect in the student's work. You should also be aware that the procedures we follow when marking examination scripts (described above) means that the likelihood of an error occurring during the marking process is slight.

In the event that you do feel dissatisfied about the mark you obtain for any part of the course, or simply wish to work out what you did wrong so you can improve in future, the best approach is to discuss your performance with your personal tutor, who if necessary can liaise with the module co-ordinator to obtain a report on your performance. This is the only way that you will obtain constructive feedback that will help you improve your future performance. The marked script will not be shared with you in line with GDPR legislation, however you can request additional feedback. More information can be found here: <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/>

Release of examinations results

All assessment results, whether coursework or examination results, **are provisional until ratified by the Board of Examiners meeting at the end of the summer term and confirmed by the Registry**. Provisional indications of results will be released to you following January examinations, but it is important to be aware that these are subject to change.

Release of provisional marks to students is governed by college regulations; see

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

Following the final Board of Examiners meeting, indicators/summaries of marks will be released to students via their Personal Tutors. The formal notification of numerical results will be via your My Imperial account in July.

Please note that the Department cannot provide you with a transcript. If you require official documents, you can access them by logging in to your My Imperial account. More information can be found here: <https://www.imperial.ac.uk/student-records-and-data/current-students/request-an-official-document/>

Mitigating Circumstances (e.g. illness) and Examinations

There may be times throughout your degree when, through no fault of your own, your performance in an assessment is affected by circumstances beyond your control. These unforeseen, unavoidable situations are referred to as Mitigating Circumstances and include, but are not limited to: physical ill health; mental ill health; bereavement; financial stress; family or personal relationship issues. It is the responsibility of the student to inform the Senior Tutor of any circumstances that may affect examination or coursework performance; see the 'If things go wrong' section below for details of procedures. Where possible, it is best to try to **report these circumstances before rather than after any examinations they may affect.**

The Board of Examiners may consider Mitigating Circumstances (MCs) only when a student's difficulties are formally documented (see Mitigating Circumstances in the 'If things go wrong...' section below) and brought to the attention of the Senior Tutor. Mitigating Circumstances may be considered in the year that they occur or at the end of a student's degree or both. When you submit your Mitigating Circumstances paperwork, the Senior Tutor will explain the procedures that are followed to ensure that all students are treated equally. If your claim is accepted, the possible outcomes are outlined in section 8.6 of the Policy and Procedure on Mitigating Circumstances:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mitigating-circumstances/Mitigating-Circumstances-Policy-and-procedure-21.22.pdf>.

Making a successful application for Mitigating Circumstances means that the Senior Tutor will be able to advocate on your behalf - completely anonymously - to the Exam Board, in the event that your mark/s in an assessment/s have been affected. Please note that this process does not include adding additional marks to your module marks.

Year marks and degree classification

At the end of each year, you will be given an overall year mark, which is calculated as the mean of all module marks, weighted by their ECTS value.

To progress to the next year, students must pass at least 60 ECTS of modules in that year. The pass mark for all modules is 40%, with the exception that, for students who started their programmes in 2019 or later, the pass mark for level 7 (4th year) modules is 50%.

To progress to the 3rd year of an MSci degree, students must achieve an overall mark of 60% or higher at the end of year 2. To progress to the 2nd year of a 'Year Abroad' degree, students must achieve an overall year mark of 70% or higher in year 1. Performance must also be highly satisfactory in the January examinations of year 2 in order to stay on the year abroad scheme.

The aggregate mark for the entire degree is calculated as the weighted mean of the overall year marks as follows:

Course Start	Prog Lvl.	Ratio	Year 1	Year 2	Year 3	Year 4
Pre 2018	BSc	1:3:4	12.5%	37.5%	50%	
	MSci	1:2:3:3	11.11%	22.22%	33.33%	33.33%
Post 2018	BSc	3:14:23	7.5%	35%	57.5%	
	MSci	6:16:29:29	7.5%	20%	36.25%	36.25%

Final degree classification uses the following rules:

- Third – a student must achieve an aggregate mark of 40%
- Lower Second – a student must achieve an aggregate mark of 50%
- Upper Second – a student must achieve an aggregate mark of 60%
- First – a student must achieve an aggregate mark of 70%

Where students are with 2% of one of these boundary marks, they will be considered for a higher classification based on their overall academic performance.

The Board of Examiners meeting involves careful consideration of Mitigating Circumstances when classifying degrees and has power to alter degree classification on this basis.

Academic Integrity and Academic Misconduct

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

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



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

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 College such as the Library learning support webpages at:



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

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

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

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

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

Breaking plagiarism rules, even inadvertently, can result in serious consequences; these include receiving a zero mark for the piece of work concerned, but can be far more serious.

Some blatant plagiarism offences – like copying work from another student or text found online and passing it off as your own – need no explanation. These are treated very seriously. We have access to software designed to detect this form of plagiarism. We also keep an internal list of students with proven plagiarism cases to monitor this doesn't happen on multiple occasions.

It is also possible to break plagiarism rules simply by inadequate referencing. If you wish to include an idea in a piece of your work which was first pronounced by someone else, then there are two choices. You can either rewrite the idea in your own words, or you quote the original words within quotation marks and follow it by a reference. In both cases though you **must** provide a full reference to the source. If you redraw a diagram etc. which is substantially the same as that published by someone else, or simply photocopy it, then you should also provide a full reference to the source.

The normal way to provide these references is with a citation in text - e.g. for a figure, “after Bloggs (1995, fig. 3)”, with the full reference details in a reference list or bibliography at the end of your piece of work.

If you wish to include an idea from a colleague in your report, then you should reference it as, for example "Jones, personal communication 1995".

Downloading images or text from a website without acknowledgement is plagiarism, and may also, depending on the source, be a breach of copyright law.

The College regards plagiarism as an 'examination offence' and has strict procedures for dealing with it. All suspected cases will be reported to the College Registry. Minor cases may be referred to the Board of Examiners for consideration. All other cases will be referred to the College and may be heard by a panel of senior members of staff from outside the College.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

During the first term you are required to attend an induction session which will include training in how to avoid plagiarism. You must attend this session; a list of those students who attend is retained; failure to attend may be taken into account should you subsequently find yourself under investigation for plagiarism.

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.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not go beyond the assessment brief with regards to individual work, always acknowledge the contributions of others in your work, and

do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

Exam offences

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


Dishonest practice

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

4. 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
Royal School of Mines, SW7 2AZ

Located in Grid A2 here - <https://www.imperial.ac.uk/media/imperial-college/visit/public/SouthKensingtonCampus.pdf>

Facilities

Our rooms use a simple naming system, where the first character is the floor. So 'G' rooms are on the ground floor, '2' rooms on the second floor, etc.

The main teaching rooms:

- G.41 Large laboratory style teaching room
- G.39a Common room
- G.38 Smaller teaching room
- G.36 Flexible teaching room with 'pop-up' computers – MSci study room in Autumn Term
- G.24 Undergraduate teaching office (UTO)

- G.08 Computer room for teaching (shared with other RSM departments)
- 3.36/37 Large laboratory style teaching room
- 1.47 Teaching room / lecture theatre
- 2.42 Meeting room/classroom
- 3.34 Computer room for teaching / study (ESE only)*
- 3.35 Computer room for teaching / study (ESE only)*
- 3.38 Computer room for teaching / study (shared with Bioengineering)

*These two rooms have a removable partition – they are sometimes joined into one space

Opening hours

The Department is open for work from 07.00 to 23.50 Monday through to Sunday. Students (and staff) are not permitted to be in the building outside of these hours without special permission, both for reasons of safety and to help maintain a healthy work/life balance. If you are found in the building outside of these hours, you will be reported to the Director of Undergraduate Studies and may be subject to an immediate fine. You will be advised at start of year meetings about building opening times, and the Departmental policy regarding being in the building outside of these hours.

Library Services

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

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

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

 www.imperial.ac.uk/library

Louise-Ann Hand (l.hand@imperial.ac.uk) is the liaison librarian for ESE and is also available to help. You can find her details here: <http://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/>

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds, and the use of e-cigarettes. Should you want to smoke, 20 metres from the Royal School of Mines is the other side of Prince Consort Road to our building.

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

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

The Student Administration

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


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

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

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


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

Student Records

 +44 (0)20 7594 7268


 student.records@imperial.ac.uk

Degree Certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

Student Hub

 +44 (0)20 7594 9444

 student.hub@imperial.ac.uk

5. Working while studying

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

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

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


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

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

6. Health and safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all COVID-19 restrictions on public areas, including Universities and education settings. Imperial College London still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

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

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

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

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

A list of all staff trained in first aid and in mental health first aid can be found on the ground floor corridor of the RSM building adjacent to Room G.24. Instructions on safety can also be found beside the phone in each of the teaching and computer rooms. See the 'who does what' section for names and contact details for staff involved in departmental safety.

Field Safety

Fieldwork is an integral part of your training in Geoscience, and field safety is paramount. We arrange field safety sessions which **you must attend**. **You will not be allowed to take part in fieldwork unless you attend the safety courses**. You will be notified of the mandatory field safety training dates in advance of the sessions.

Further information on field safety can be found at <https://www.imperial.ac.uk/earth-science/current-student-staff-info/health-safety/>

Rob Lowther (r.lowther@imperial.ac.uk) is the Departmental Field Safety administrator, and he should be contacted with any queries.

We also have a 'Code of Conduct' for fieldwork, see the Fieldwork section below under 'Your Course'. This covers both safety and other conduct.

The College Safety Department

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

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

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

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

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

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

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

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

 www.imperial.ac.uk/occupational-health

Fire Drills

Fire drills are held during the term at unannounced times. You should familiarise yourself with the instructions displayed in teaching rooms, computer rooms and on notice-boards as to the procedures you should follow and where assembly points are. Designated Fire Marshalls will provide assistance during this time. You should not re-enter the building unless instructed to do so by a member of Imperial College London staff.

7. College policies and procedures

Student Academic Regulations

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


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

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


Academic Feedback Policy

We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study you will receive different methods of feedback according to assessment type,

discipline, level of study and your individual need. Further guidance on the Policy of Academic Feedback can be found on the Academic Governance website:


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

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

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

Provisional Marks Guidance

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

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

Late Submission Policy

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

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

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

Mitigating Circumstances

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

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the

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

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

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


Your department will have specific instructions for making a claim for mitigation or for requesting an extension.

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

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


Academic Misconduct Policy and Procedures

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

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


Unsatisfactory Engagement

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

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

Academic Appeals Procedure

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

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

Arithmetic Marks Check


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

Student Complaints

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


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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

 www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/

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

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

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

Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

Here you will find information on e-mail, passwords, security issues etc. Most queries about computing problems should be addressed to central College ICT

(<https://www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/>) rather than departmental staff. The main ICT help desk is on the first floor of the Abdus Salam Library.


ICT has a software shop which offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

<https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/get-software/>

General Data Protection Regulation (GDPR)

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

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

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

Expenses Policy – A summary for Students

Imperial College's policy is to reimburse you if you have had to pay for a valid expense in the performance of your duties for the College. If you have had to pay for something in the performance of your duties for the College, our policy is to pay you back. The expense must be agreed spending, justifiable, reasonable and appropriately evidenced.

All claims that do not comply with the policy will be delayed and may be rejected.

If it important that you read and understand the policy prior to incurring any expense:

<https://www.imperial.ac.uk/finance/financial-services/expenses/>

It is important to note that the policy:

- Affects **all** College employees, students and visitors. Individuals must ensure that their visitors are fully aware of the policy.
- Will apply irrespective of the source of funds
- In cases where the funder and College have differing rules, the policy which is the most stringent applies.
- Some expenses require approval **prior** to incurring the expenditure (e.g. consumables, software above £100). This is usually provided by the Department Operations Manager.
- The department does not refund any alcohol purchase

The majority of business expenses should be purchased through College approved purchasing paths such as preferred and approved suppliers, and not purchased directly by the claimant. An expense claim should therefore be used to reimburse incidental expenses only. Items such as travel, equipment, computer hardware and software should be purchased through College agreements that have been set up for this purpose. The thresholds in the Expenses Policy apply equally whether you claim an

expense or raise a purchase order (PO) on the College system. Please contact Jackie Hughes for all purchasing enquiries.

Basic Rules and Rates

Expenses should be submitted as soon as possible after they have been incurred, with an expectation that they will be submitted within three months. Expenses submitted more than six months after they have been incurred may be rejected and will require a detailed explanation for the delay. However, it costs a fixed amount to process any claim, so claimants should, where practicable, endeavour not to submit claims for less than £30, unless they represent the total of expenses in a three-month period.

The most important thing to remember when incurring an expense is to **keep the receipt(s)**. Receipts must be **itemised** receipts listing what has been purchased, it cannot be the credit card receipts nor bank/credit card statements. The single most common delay in all expenses is the lack of receipts, or itemised receipts. If receipts are lost or missing, we may not be able to reimburse the full or any partial cost. Importantly, we can only reimburse the individual who incurred the expense. If a claim is made for a group, the most senior person present should pay the expenditure and submit the claim.

All reimbursements require the approval of the College project account holder prior to incurring the expense. This is usually your supervisor or course administrator. Please obtain this prior to incurring an expense and submitting an expense claim. This can be done as part of an email chain.

Submission of expenses is via an email, with scans of all itemised receipts attached and a completed excel Expense Claim form. You type your name as a signature. Please fill in the form electronically and email it to ese.expense@imperial.ac.uk, including all necessary information.

- [Expense Claim Form \(E1\) for non-employees \(Excel\)](#) [requires College login]

We aim to process expenses within two weeks of receipt. Payment can take a further two weeks.

Advance claims

To help individuals with their cash flow during conferences/fieldtrips, etc, individuals can apply for an advance for business travel or events by completing the relevant form. It is important to remember that after the trip/event, a standard expense claim should be submitted for the actual expenditure incurred, with the advance deducted.

By requesting an advance claim, the individual is agreeing that:

- The funds will be used exclusively for expenditure in connection with College business;
- Within 30 days of receiving the funds they will submit an Expense Claim form detailing the actual expenditure they have incurred with supporting receipts, and reimbursing any funds left-over;
- They understand that failure to account for the funds received may result in the College initiating recovery against them, including (after due warning has been given) deduction from their salary or stipend, or offset against other amounts due to them from the College

We will record details of your trip/event within the department and aim to get in touch with you upon your return. It is, however, your responsibility to ensure that you submit the receipts and paperwork, along with any potential reimbursement, upon your return from your trip or shortly after the expenditure has been incurred.

Please contact ese.expense@imperial.ac.uk if you require any further assistance with an expense claim.

8. Wellbeing, support and advice

In your department

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

Your Personal Tutor

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

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

Personal Tutors are the backbone of our departmental student support structure; they are experienced academics who look out for your academic progress and welfare. Every student will have a Personal Tutor allocated, with whom you should keep in regular contact over the three or four years of your course, even if they are not one of your lecturers. In your first year you will meet with your Personal Tutor every two weeks as a tutor group; your tutor may ask you to prepare work in advance for these Personal Tutorial sessions. Your Personal Tutor will also supervise your second-year independent project - for details of these tutorials and projects see the relevant course notes for the Year 1 and Year 2 "Toolkit for Geoscientists" modules on ESESIS.

Apart from your independent project work and structured tutorials in year 1 and 2, your Personal Tutor will meet with you at least once a term in years 3 and (for MSci students) 4. **Please ensure that you answer emails from your Tutor promptly.** Your Personal Tutor's role is to support tutees in their personal, general academic, and professional development; they will for instance be the person you should go to first to write you a reference when you graduate. What you discuss with your Personal Tutor will be confidential, and if necessary they can guide you to any appropriate support you may need. It is also your Personal Tutor who will give you feedback on how you have done in exams (in February and June).

If, for whatever reason, you are unable to contact or establish a good rapport with your Personal Tutor, please talk the Senior Tutors who may be able to arrange a change of tutor.

Mentors

In addition to your Personal Tutor, all first year students will be assigned two 'mentors' – 4th year students who can help you with learning in university style and with any other questions about the degree scheme or about College in general. Mentors will meet with you regularly during the first two terms for tutorials and other activities. Mentor groups are the same as personal tutorial groups, so you will find yourself with the same familiar people. Please do not treat mentor tutorials as optional – your mentors have gone to considerable effort to provide useful educational and personal development activities, so do make the most of these sessions.

Departmental Disability Officer


Departmental Disability Officers are the first point of contact in your department for issues around disability. Anita Murphy (anita.murphy@imperial.ac.uk) is the Departmental Disability Officer (DDO). Please speak to her in the first instance about any issues to do with disability or long-term health, or learning difficulties. Anita will be able to facilitate support, and advise you on the procedure to get additional exam arrangements put in place via the Disabilities Advisory Service.

Anita is also the ESE Wellbeing Advisor and is here to support you if you are struggling from a well-being point of view. Do not hesitate to contact Anita if you need support.

More information on Departmental Disability Officers is available at:

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

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

The College Disability Advisory Service is another source of support and advice; they can also help if you think that you may have an unrecognised study problem such as dyslexia. Their service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need. In particular, they can help by:

- Being an advocate on your behalf with others in the College such as your Departmental Disability Officer, Senior Tutor, examinations officer, the accommodation office, or the estates department.
- Checking that your evidence of disability is appropriate and up-to-date.
- Arranging a diagnostic assessment for specific learning difficulties.
- Assisting with applications to the College for the cost of an assessment.
- Assisting with arranging extra library support.
- Supporting applications for continuing accommodation for your second or later years.

Disability Advisory Service

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


 020 7594 9755

 disabilities@imperial.ac.uk

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

The College Disabilities Officer may also be of assistance.

 Room 445, Level 4, Sherfield Building, South Kensington Campus


 020 7594 8935


Careers and Internships

Dr Philippa Mason is the Departmental Careers Advisor, and she organises a series of careers-oriented events for undergraduates. She should be your first port of call for careers related questions that your Personal Tutor is unable to help you with.

The College Careers Service (CS) has advisors specifically experienced in dealing with Earth Science related options and issues. The CS frequently runs lunchtime sessions on particularly useful topics at certain times of the year, e.g. on interview preparation or team work, and runs regular CV checking sessions. Visit their website to book a careers appointment, or to find resources and advice on successful career planning.

College Careers Service

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024

 careers@imperial.ac.uk

 www.imperial.ac.uk/careers

In your hall of residence

If you're staying in College accommodation you will have access to a range of support within your hall.

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

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

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

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

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

 www.imperial.ac.uk/study/campus-life/accommodation

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, exams and the Undergraduate Research Opportunities Programme (UROP).

 www.imperial.ac.uk/student-hub

Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and

maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

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


English language support

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

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

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

Centre for Academic English

 Level 3, Sherfield Building, South Kensington Campus


 english@imperial.ac.uk


 www.imperial.ac.uk/academic-english

Health and wellbeing support

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

Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 imperialcollege.hc@nhs.net

 www.imperialcollegehealthcentre.co.uk


Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus

 020 7589 6623

 www.imperialcollegedental.co.uk


Student Counselling and Mental Health Advice Service

 020 7594 9637

 counselling@imperial.ac.uk

 www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service


 15 Prince's Gardens, South Kensington Campus

 chaplaincy@imperial.ac.uk

 www.imperial.ac.uk/chaplaincy

London Nightline

The London Nightline is a telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 18.00 to 08.00. It is run by students of affiliated higher education institutions in the London area.


 020 7631 0101

 listening@london-nightline.org.uk

 <https://nightline.org.uk/>

Disability Advisory Service

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

 020 7594 9755

 disabilities@imperial.ac.uk

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

Sexual Violence Liaison Officer Team

 svlo@imperial.ac.uk

 <https://www.imperial.ac.uk/student-support-zone/student-services/sexual-violence-support/meet-the-sexual-violence-liaison-officer-team/>

Faculty Senior Tutor

The Faculty Senior Tutor is available for additional support and guidance, augmenting the support that your department can provide for academic and personal matters. You may find this particularly useful if you have a matter which you feel is highly sensitive or complicated and wish to ensure that you will be talking to the right person or team to help you. The Faculty Senior Tutor is Dr Lorraine Craig, 020 75946436, l.craig@imperial.ac.uk. Lorraine is a former ESE Senior Tutor, so knows this Department and our degree schemes well.

Financial wellbeing

If you've got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team, on Level 3, Sheffield Building, student.funding@imperial.ac.uk, 020 75949014.

For tuition fees queries, contact the Tuition Fees team, 020 7594 8011,
tuition.fees@imperial.ac.uk


See the 'If things go wrong' section below for details on support for financial hardship.

www.imperial.ac.uk/fees-and-funding/

International students' support

Students from outside the UK make up around half of Imperial's student population. The International Student Support team offers year-round support to help international students settle into Imperial life. This includes UK visa and immigration advice.

International Student Support team

 020 7594 8040


 international@imperial.ac.uk

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

ICT and software support

ICT Service Desk

 Central Library, South Kensington Campus

 020 7594 9000

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

Software shop

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

Your Union

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

Imperial College Union Advice Service

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

 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation

Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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

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

Officer Trustees

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

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

9. Work-life balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

Move Imperial

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

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

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

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/get-active/move-more-programme

10. Student feedback and representation


Feedback from students

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

The delivery of the undergraduate programme is a partnership between the Department and the students, so we are always keen to listen to all feedback students provide on our courses, positive or negative. This is part of the way in which we strive to maintain excellence. We ask only that feedback is constructive. There are many avenues for feedback.


Staff-Student Consultative Committee

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

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

Student representation

At the start of each academic year you will be invited to elect a Year Representative. These representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union website.

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

Your Year Reps will liaise with you before and after the Staff Student Consultative Committee meetings which are usually held once a term. Minutes of previous SSCC meetings can be found at <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/sscc/>.

You will also get feedback through your Year Reps from these meetings. Please do not feel though that these meetings are the only channel through which you can make your feelings known through your representatives. Feel free to raise anything you think is important with them at any time, for them to discuss with us throughout the academic year.

11. Student surveys

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

- **Module Evaluation Questionnaire (MEQ)**

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

- **Student Experience Survey (SES)**

The SES is an annual survey which aims to gather feedback on a range of College services and on Imperial College Union. The survey seeks to understand your opinions on life at the College beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.

- **National Student Survey (NSS)**

The NSS is an annual survey which asks you to rate a range of elements related to your student experience such as academic support, learning resources, and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

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

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

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

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

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

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

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

- **Other surveys**

The Department also runs the ESE Student Online Evaluation (ESOLE) module/lecturer survey at the end of the autumn, spring and summer terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them.

Replies are anonymous, and are sent to the individual member of staff, to the DUGs, to the Head of Department and to the Departmental Teaching Committee. We take ESOLE scores and comments very seriously and are always keen to get as high a response-rate as possible, as the more students that take part in the survey, the more statistically robust the results are. When completing ESOLE, please consider whether you would like to read what you are writing if it was directed at you. Try to be constructive and fair, even if you are being critical.

ESOLE occurs after courses finish, so in a way it is too late (for this year). We encourage you to raise issues early (see the 'If things go wrong or you want to change something' section below) so they can be dealt with in time for both you *and* future years to benefit.

ESOLE results are available via EESIS. Results from the older SOLE system, that ESOLE replaced, can be found at www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/ug-sole-results/

The ESE mid-course surveys are student-run surveys that run about half way through modules in the Autumn and Spring terms. The results are passed rapidly to module coordinators, to enable them to identify any issues arising with modules in a timely manner.

Once again though, these surveys are post-mortems, allowing you to rate performance once the module or course has ended. While this is very valuable, they are not the forum to flag up problems that can be addressed while a module is running.

Examples of departmental actions taken following student feedback in previous years

You said: “Feedback is sometimes inconsistent in terms of level and response rate across modules.”

We did (for 20/21): Created and implemented a feedback policy that outlines expectations for different types of assessments.

You said: “Students have developed unhealthy working practices, such as spending 10+ hours behind a computer screen.”

We did (for 20/21): Circulated a Computer Health & Safety Assessment to allow students to gauge their level, learn more about healthy computer working practices (e.g. regular breaks/stretching) and flag up if they needed support in this area.

You said: “The split of year 2 exams between summer-term and January in 18/19 was too biased towards the summer – this was too intense.”

We did (for 19/20): Some Autumn-term material previously examined in the summer will be examined instead in January, reducing pressure on the summer exam period.

You said: “Some people get a head-start on their MSci projects from a paid summer UROP placement, this gives them an unfair advantage in their grade for the project.”

We did (for 19/20): Implemented a new system to make all extra funding and opportunities visible to MSci markers, so they can take it into account when assigning a final grade.

For further information on surveys, please contact the Registry’s Surveys Team at:

 surveys.registrysupport@imperial.ac.uk

12. If things go wrong, or you want to change something

Problems in general

Normally student life ticks along without any particular issues appearing. Sometimes, unfortunately, life does not go so smoothly, and something happens that affects or might affect your education and/or your wellbeing. These events can include academic difficulties with a particular module or subject, financial problems, or ill health and accidents. The Department and College are well aware of the slings and arrows of life, and we provide many routes that you can use to get help. Whatever the problem, and whatever you choose to do about it, the most important advice we can give is to talk to us about it – if we don’t know about the problem, we cannot help. If the headings below don’t seem to cover your particular issue, speak to your Personal Tutor about it first, or alternatively to the Senior Tutor.

Mitigating Circumstances (MCs)

We use the term 'Mitigating Circumstances' to cover anything that affects your studies but is beyond your control – the term will appear in many sections below. MCs are recorded through a formal system, and if successful they allow us to take formal actions – for instance, **advocating on your behalf in the end of year Exam Board meeting**. Possible outcomes include enabling the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions. MCs include things like illnesses and family bereavements, but they are not limited to these. The 'beyond your control' part is important – over-commitment to a union society, for instance, is not an MC, nor is a pre-planned tube strike that causes you to miss an assessment.

If you think you might have any kind of MCs, it is very important to tell us as soon as possible, so that you can make a formal application to the department. You are welcome to submit the online application for mitigating circumstances, though please note that the starting point for most of these applications is a face-to-face or online discussion with the Senior Tutor, who will then be able to guide you through the process. Please note that any information that you supply as part of this process will be treated in the strictest confidence and never shared without your permission.

Medical MCs normally require a doctor's certificate as documentary proof. The Senior Tutor can advise you on the details of this requirement.

Formal College policy states that if absence due to illness exceeds seven days, you must produce a medical certificate. If you miss an examination through illness you must contact the Senior Tutor immediately (and preferably before the exam if you know that you will not be able to take it), and **provide a medical certificate within 10 working days**. If illness has impacted on your ability to take assessments of any kind, you should seek advice and support about making a claim for MCs. Please note that you must make your claim within 10 working days of the submission deadline for the assessment (e.g. a coursework or examination date). Late applications can only be considered in exceptional circumstances.

Further details (including a link to the online form) for the Department's MC procedure can be found on the following webpage: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/>

Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the following webpage: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

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/support/exams/

Problems with a course or tutorials

If you are having difficulties with a particular course – for instance if you are unable to understand the material, or do not understand what is required of you, or have a complaint or problem about the way in which the course is delivered, you should:

1. Talk to the staff member teaching the module.
2. If that is not possible or does not resolve matters, contact your Personal Tutor for help.
3. Your next step is to contact the DUGS.
4. Alternatively or additionally, talk to your student year representative. You can ask them to contact the DUGs on your behalf to discuss the issue, anonymously if you prefer. Your year representative may also choose to raise the matter at the SSCC (Staff Student Consultative Committee) meeting.

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

The first stage of the complaints procedure involves resolution at a local level – we can normally sort out issues very speedily, provided you tell us about them.

You are absent from College and have Mitigating Circumstances (MCs - see above)

Please let us know if you are going to be absent from your studies (including illnesses lasting more than 5 working days) by contacting your personal tutor or Senior Tutors. If the absence is due to illness you must produce a medical certificate if the absence is seven days or more. It is important that any MCs that impact on your performance in assessment are formally recorded as soon as possible, even if you are not physically present in College to sort this out. If possible, it would be helpful if you could contact the Undergraduate Education Team and module co-ordinators as well, to let them know about your absence.

You are about to miss a deadline or examination and you have MCs

In exceptional circumstances it may be possible to grant a short extension to a coursework deadline. Make a request for an extension as soon as you know you need it; **very late requests are unlikely to be granted**. To make a confidential application for an extension, you need to fill in an online Extension Request form can be accessed here: https://imperial.eu.qualtrics.com/jfe/form/SV_9tKU25m2mlacYMB.

It is helpful to also contact the co-ordinator of the module to let them know about the problem, but please be aware that **co-ordinators cannot issue a deadline extension in these circumstances**. Extensions can only be issued by the Senior Tutor or the DUGS. **Note that it is College policy that if you miss an examination through illness you MUST contact your Senior Tutor on the day and provide a medical certificate within 10 working days**. There is a deadline of 10 working days from the date of the assessment to make a MC claim.

Further details on this process can be found here: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/>

You have a pastoral issue that is affecting your academic performance

Notify your Personal Tutor in person or by email depending on your situation. Your Personal Tutor will make a record of the problem, and if it qualifies as a Mitigating Circumstance they will pass your case to the Senior Tutor to document it formally. In serious cases, you or your Personal Tutor should also notify the DUGS. If you wish the matter to be treated as confidential, you should advise your Personal Tutor or the Senior Tutor. Remember it is important to tell us early if there is an issue... don't sit in silence.

You have financial issues that are affecting your ability to study

For any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans), please contact the Student Financial Support team, 020 7594 9014, student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid. www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/.

For tuition fees queries, contact the Tuition Fees team, 020 7594 8011, tuition.fees@imperial.ac.uk

www.imperial.ac.uk/students/fees-and-funding/ provides useful information on loans, bursaries, scholarships and other matters. Talk to the Senior Tutor if you find yourself needing to apply to one of these funds: we can write to support you.

If none of the information and avenues above help, talk to the Senior Tutor.

You are thinking of interrupting your studies

Interruption of Studies (IoS) is a break in your degree. If you are thinking of applying for this is as a result of serious Mitigating Circumstances, it should be discussed with the Senior Tutor. Please note that if you are returning from a medical interruption of studies, you must provide a medical note permitting you to return to the programme before returning from IoS.

You have discovered a building-related fault or problem

Our buildings and rooms are maintained by the Estates – please report any defects or faults (e.g. room temperature, toilets out of order etc. etc.) to them, by email (eo.csc@imperial.ac.uk), telephone (if urgent): 020 7594 8000, or via the online form at: <http://www.imperial.ac.uk/estates-facilities/customer-services-centre/report-issue/>.

If issues are particularly urgent or you cannot get a resolution via Estates, please contact the Departmental Services Manager or Departmental Operations Manager (see “who does what” section).

You have a complaint against the Department, or wish to make an appeal or query a mark

We very much hope that any such problems can be dealt with in discussion within the Department, through the Senior Tutor, Director of Undergraduate Studies, the Faculty Senior Tutor, or the Head of Department. We would urge you do discuss any major issues with one of these people first. You do however have the right to take matters higher in extreme circumstances directly with central College.

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. In the event that 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

There is tailored guidance for students on the following webpage (including deadlines, grounds for appeal, and procedure):

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

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

If you have any concerns about your experience at the College (that is not covered by the appeals or arithmetic marks check procedures) and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

You wish to change your Personal Tutor

Students normally stay with the same Personal Tutor throughout their time at Imperial, unless that tutor leaves the College. In some cases though students may have personality clashes with their tutor or may find the tutor-tutee relationship unsatisfactory for some other reason. In these cases, you should discuss the matter with the Senior Tutor, and request a change.

You wish to change degree course

Discuss with your Personal Tutor and arrange a meeting with the DUGs to discuss your change of degree course. Following the meeting with the DUGS you will need to confirm

your wishes in writing to the DUGS and the Education Manager who will request the change from Registry. Degree course changes are not granted automatically as a right, but in most cases however changes will be possible, subject to academic requirements being met. Changes to year abroad degree schemes are only very rarely allowed, as these have a limited number of places. Note also that there are additional steps that you will need to follow if you are an International student on a Tier 4 visa, so do come and talk to us early about this decision.

You wish to change a module

If module choice is still open on ESESIS, simply make the change. There is no need to ask permission. Once module choices are 'locked in' on ESESIS you will no longer see the link to change them. Module changes after this point may be possible, but you will need to discuss them with the Director of Undergraduate Studies. Changing onto modules that have already begun is not normally allowed, nor is dropping modules once you have received coursework marks.

13. And finally

Alumni services

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

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

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

 www.imperial.ac.uk/alumni