

IMPERIAL

Faculty of Natural Sciences

Department of Physics



Student Handbook 2024–25

Contents

Welcome to Imperial	3
Our Principles	4
Introduction from the President of Imperial College Union	5
1. Introduction to the Department of Physics	6
Welcome from Head of Department and/or Programme Director	6
Welcome from Undergraduate Student Representatives	7
Academic and administrative staff	8
Departmental Information	10
Attendance and absence	11
Key dates 2024–25	12
2. Programme information	13
My Imperial Campus	14
Imperial Success Guide	15
I-Explore Modules	16
Student Shapers	16
Imperial Award	16
3. Assessment	17
Instruction to Candidates for Examinations	18
Academic Integrity and Academic Misconduct	18
Plagiarism	19
Collusion	19
Exam offences	20
Dishonest practice	20
4. Board of Examiners	20
Board of Examiners	20
External Examiners	20
5. Location and facilities	22
6. Placements	25
7. Working while studying	27
8. Health and Safety	28
Imperial Safety Department	29
Occupational Health requirements	29
9. University Policies and Procedures	30
Academic Regulations	30
Academic Feedback Policy	30

	Provisional Marks Guidance	31
	Late Submission Policy	31
	Mitigating Circumstances.....	31
	Academic Misconduct Policy and Procedures	32
	Unsatisfactory Engagement	32
	Fitness to Study	33
	Academic Appeals Procedure.....	33
	Arithmetic Marks Check.....	33
	Student Complaints.....	34
	Student Disciplinary Procedure.....	34
	Intellectual Property Rights Policy	34
	Use of IT Facilities.....	34
	General Data Protection Regulation (GDPR)	35
10.	Wellbeing, support and advice.....	36
	In your department	36
	In your hall of residence.....	38
	Your Union.....	38
	Student Hub	39
	Student Support Zone	39
	Centre for Academic English	40
	Useful support contacts.....	40
11.	Student Administration.....	42
12.	Work-life balance	43
	Imperial College Union	43
	Move Imperial	43
13.	Student feedback and representation	44
	Feedback from students	44
	Student representation.....	45
	Staff-Student Committee	45
14.	And finally	46
	Alumni services	46
	Opportunities for further study.....	46

Welcome to Imperial

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

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

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

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

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

Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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

Introduction from the President of Imperial College Union



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

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

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



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

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

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

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25

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

1. Introduction to the Department of Physics

Welcome from Head of Department and/or Programme Director



Dear student,

Welcome to Imperial College London and to the Department of Physics. The beginning of your first year is an exciting time, and we hope to make it enjoyable, productive and full of opportunities to ensure that your degree will equip you well for your future career.

We are a large department, renowned in the UK and globally for our active research and many resources available to our students. We have over 100 academic staff, almost all of whom are actively involved in undergraduate teaching, and there are many more research staff whom you will meet in the lab and through UG research work. Each staff member belongs to one of five research communities which cover virtually all major fields of physics, with our research at the cutting edge of many

fields and attracting much interest worldwide.

In your first two years of study, you will build up a solid foundation of knowledge of the core areas of physics through lectures, tutorials, laboratory work and computing. Through this you will get to know academic staff, as well as our Research Associates and Postgraduate Students. The skills that they will teach you, and their expertise that you can draw upon, will lead you to a more specialised area in your third and fourth years. In these final years you can choose from a wide range of option courses as well as designing and leading your own research projects.

To gain the most from your studies you will have to work hard but we will support you in every way that we can. Throughout your time here you will be assigned a personal tutor who will monitor your progress and to whom you can go for advice and help.

Outside your own academic work, there are many opportunities to engage with higher research within the university. We encourage you to attend departmental events, such as the inaugural lectures given by new Professors, and the Research Frontiers lectures given by staff in the Department. There is an active student society “Physoc” which organises talks and social events, and of course Imperial College Union has an enormous range of societies to suit all sporting, cultural, political and social tastes.

We hope that you will have a thoroughly enjoyable time at Imperial and that you will make full use of all the opportunities on offer, both inside and outside the academic sphere. I look forward to welcoming you to the department and meeting you in person during your first week at Imperial.

With best wishes,

Stefan Söldner-Rembold

Welcome from Undergraduate Student Representatives



Welcome to Blackett Laboratory, from world-class lecturers to state-of-the-art facilities, it has it all! We are Emma and Sharanyan, your Departmental Representatives.



Firstly, we would like to congratulate you all on the hard work you put into joining our community. We are very excited to have you here! As you settle in, you'll find that the Blackett Laboratory is not just a place for learning but a community with the potential to create everlasting friendships and memories. Take advantage of every opportunity—whether it's participating in our Physics Society Events or simply grabbing a coffee with a fellow physicist. Don't be afraid to step out of your comfort zone, try new things, and seek help when you need it. There are plenty of resources and people here to support your journey through Imperial College London.

Now that we have (hopefully) put your mind at ease, we are going to take this opportunity to introduce ourselves!

Hi, I'm Emma and I will be your Academic Departmental Representative this year! My role is to be a connection between the students and the staff in the department, to make sure all your ideas and suggestions are heard. First of all, let me introduce myself: I am currently a fourth year MSci student, and I was born and grew up in Barcelona, Spain.

Starting university is an exciting adventure, but it can also feel overwhelming. If you're beginning this journey now, remember that it's completely normal to feel this way—it happens to most of us! To help you settle in, try getting involved in activities and events organized by clubs, societies, and your department and you'll soon start to feel at home. I also wanted to give everyone a little reminder, whether you're starting university or continuing your studies: take a moment to acknowledge and value the hard work you've put in to get here. You deserve to be at Imperial, and you should be proud of yourselves!

Hi, my name is Sharanyan, and I'm your Wellbeing Departmental Representative for this year. My role is to ensure you feel supported, comfortable, and ready to make the most of your time here. A bit about me: I was born and raised in London and am currently in the fourth year of my degree. When I am not buried in equations, you will probably find me listening to the same song for hours without getting bored!

Starting university can feel like a big step but remember that everyone feels the same! My top piece of advice is to embrace the newness of it all. Don't hesitate to start conversations with your new classmates, as they're just as eager to make new friends as you are! Here's another tip: while the notorious Tesco Meal Deal can be an absolute lifesaver on those days when you're too tired to cook, try not to rely on it often. And when you do use it, aim to choose healthier options—your mind and body will appreciate it in the long run!

We, as your student reps, are committed to supporting and representing all students in the department. We stand firmly against inequality of any form, including, but not limited to, discrimination based on race, gender, sexual orientation, or class. It's important to us that everyone knows and feels that the department is a safe, inclusive environment.

If you are excited by the prospect of representing your year group, nominate yourself for the roles of Academic or Wellbeing Year Representative later in Autumn! All you need is a passion for improving your peers' university experience and some fresh ideas for the future!

All the best,

Emma and Sharanyan

Academic and administrative staff



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Departmental Information

The Physics Department homepage:

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

Undergraduate Administration Team webpage:

 <https://www.imperial.ac.uk/physics/students/current-students/undergraduates/administration/>

Attendance and absence


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

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

Attendance will be recorded and monitored at all tutorials, seminars, laboratory sessions, and examinations. Attendance is sometimes recorded at lectures. If you miss a timetabled activity because you have an illness, such as the flu, or some disabling injury, you should contact the person leading that activity as soon as possible. Where contact is difficult, please let the Undergraduate Education Manager or Senior Tutor know about your illness. They will make sure that your Tutor and/or Head of Laboratory are informed. If you are absent for up to a week, an informal report is enough. This is known as 'self-certification' and can be [completed online](#). If you are away for more than one week, a medical certificate must be supplied.

The College regulations state that "a student admitted to any programme of study must attend and participate in the programme to the satisfaction of the Head of Department." This means that the Department can expect students to fully engage with their studies and attend timetabled teaching sessions. Should a student not be able to show that they are engaging with their studies, the Department has the right to withdraw this student from their degree programme. Examples that would be considered as strong evidence of lack of engagement could include a student not attending any of their exams during an exam session without good explanation, or a consistent failure to submit coursework during the academic year.

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

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

Key dates 2024–25

Term dates

Autumn term:	28 September 2024 – 13 December 2024
Spring term:	04 January 2025 - 21 March 2025
Summer term:	26 April 2025 – 27 June 2025

Closure dates

Christmas/New Year:	23 December 2024 - 01 January 2025 (Imperial reopens on 02 January 2025)
Easter Holiday:	17 April 2025 – 22 April 2025 (Imperial reopens on 23 April 2025)
Early May Bank Holiday:	05 May 2025
Spring Bank Holiday:	26 May 2025
Summer Bank Holiday:	25 August 2025

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

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




www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/

2. Programme information

The Physics Department offers the following degree programmes to students:

- MSci in Physics (F303), a four-year programme of practical and theoretical courses.
- MSci in Physics with Theoretical Physics (F390), a four-year programme with more theoretical and mathematical content and less experimental work.
- MSci in Physics with a Year Abroad (F309), a four-year programme, the third year of which is spent at a university in continental Europe or America doing both lecture course work and a research project.
- BSc in Physics (F300), a three-year programme of practical and theoretical courses.
- BSc in Physics with Theoretical Physics (F325), a three-year programme with more theoretical and mathematical content but less experimental work.

The full programme specifications can be found on the web page:

 <https://www.imperial.ac.uk/physics/students/current-students/undergraduates/degree-programmes-modules-and-timetables/programme-specifications/>


These programme specifications provide;

- An overview of the programme
- Learning outcomes
- A year-by-year breakdown of each degree's structure
- Teaching and learning methods
- List of available modules, including electives
- Assessment types
- Progression and classification rules
- Details of accreditation

It is normally possible to switch between degree programmes up until the end of the second term of Year 3.

Modules

Aims, Objectives, and Learning Outcomes for the modules which make up the undergraduate Physics degrees can be found on the webpage:

 <https://www.imperial.ac.uk/physics/students/current-students/undergraduate-and-masters-degree-courses-list/>

Professional Skills will be delivered throughout the degree programme. You will be assessed on your teamwork, presentation skills, and problem-solving proficiency.

Projects

All students must do a project. BSc students have a choice of a one-term project or essay project in their third year. MSci students must take a two-term project in their fourth year. These are substantial pieces of work and carry a European Credit Transfer System (ECTS) count to reflect this.

In Year 1, all students complete a summer project.

Information about Projects will be made available on Blackboard. The Department offers many projects in various branches of physics, and details of these are published online each year.

Timetables

There are several ways for students to view their timetables, full details can be found on our website:

 <https://www.imperial.ac.uk/physics/students/current-students/undergraduates/degree-programmes-modules-and-timetables/timetables/>

The Physics Department advises students to use AutoCalEx to view timetables on mobile devices.

Timetables can change, but students will be informed of any amendments that are made.

The teaching day for undergraduates runs from 9:00 to 18:00 (except Wednesdays, when no teaching is scheduled for after 12:00). You can expect classes or meetings to take place between these times.

Lectures and classes in the Physics Department start at the designated time, on the hour and generally end 10 minutes to the hour to enable time for breaks or movement from one room to another.

Please note that you are required to be in attendance during term time. Where necessary please arrange flights, vacation, work etc. well in advance to ensure that you comply with the College regulation.

Elective Deadlines

Students have elective modules available for selection in each year of study. The deadlines vary depending on the year of study. Announcements of deadlines will be made during various student talks and by email.

Reading Lists

Reading lists are normally viewed via our Virtual Learning Environment, Blackboard. The Department uses the Library's Leganto system to publish module reading lists.

Competency Standards

 www.imperial.ac.uk/media/imperial-college/faculty-of-natural-sciences/department-of-physics/public/students/admissions/ug/FoNS-Competence-Standards-PhysicsFINAL.pdf

My Imperial Campus

An app for students - designed by students!

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

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

Current feature highlights:

- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.

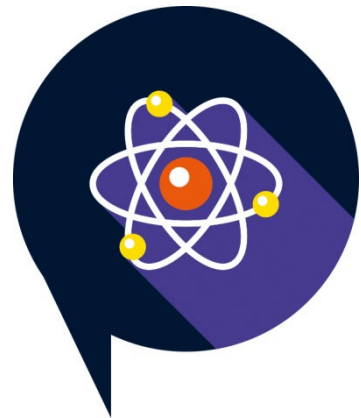
- 'Maps' - 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter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

Imperial Success Guide

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



www.imperial.ac.uk/students/success-guide/ug/



I-Explore Modules

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

In Physics, you will take an I-Explore module in your second year of study.



www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/

Student Shapers

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



www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/

Imperial Award

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



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

3. Assessment

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

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

Assessment information can be found in the programme specifications and the module descriptions found on the departmental webpages:

 <https://www.imperial.ac.uk/physics/students/current-students/undergraduates/degree-programmes-modules-and-timetables/programme-specifications/>

 www.imperial.ac.uk/physics/students/current-students/undergraduate-and-masters-degree-courses-list/

The main types of assessment in the Physics Department are:

- Written (e.g., examinations)
- Coursework (e.g., problem sheets and final year project)
- Practical (e.g., laboratory work)


Each student cohort receives a talk about the exam process and further information is placed on the departmental website. Most examinations normally take place in the second and third term, with the examination timetable sent to students in December. However, changes to the examination timetable could be made up until Easter as we try to accommodate how students select their elective modules in Years 3 and 4. Examination dates for core modules rarely change after the exam timetable has been published.

The first examinations for Year 1 students are the **Mechanics and Relativity exam and the Problem Solving Test. These are scheduled to take place in week one of Term two** and will be closed book, in-person exams.

There is a considerable amount of information about assessment on the Examinations section of our website. This is also where past papers can be found.

 [/www.imperial.ac.uk/physics/students/current-students/undergraduates/examinations/](http://www.imperial.ac.uk/physics/students/current-students/undergraduates/examinations/)


The hand-in deadlines for all Assessments can be found on the webpage.

 www.imperial.ac.uk/physics/students/current-students/undergraduates/examinations/assessment-deadlines

The College has a late submission policy, which describes how the Department operates when student work is handed in late:


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

College Policy on exams and religious obligations can be found here:

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Religious-Observance-and-Assessment-Policy-23.24.pdf>

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

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

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

A brief note on feedback

Along with assessments, feedback is an essential part of learning and teaching. A general definition of 'feedback' is information you receive which you can use to change what you do to enhance the quality of your work or learning strategies. In this sense, the feedback you receive during the course of your studies will come from a variety of sources: from your lecturers and other staff, both directly and indirectly, formally and informally but also from your peers within and outside timetabled teaching sessions, and even from yourself as you reflect on your work.

The Department gives high priority to providing an environment in which students receive timely and high-quality feedback throughout their degree and in relation to all modules. In providing feedback we aim to highlight the strengths and identify ways in which you can improve.


For all written examinations of the 2024-25 academic year, the expectation is that these will run in-person.

Instruction to Candidates for Examinations

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

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

Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

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

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



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

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

Plagiarism

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

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



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

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

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



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

Collusion

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

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

Exam offences

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

Dishonest practice

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

4. Board of Examiners

Board of Examiners

The Board of Examiners is made up of all academic staff for the undergraduate Physics degree programmes and is chaired by the Head of the Physics Department.

External Examiners

- Professor Richard Battye – University of Manchester
- Prof Tony Doyle – University of Glasgow
- Prof Joseph Betouras – Loughborough University

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

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving

feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

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



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/


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

The individual External Examiner reports for your programme/department are available from your department.

5. Location and facilities

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

Your main location of study will be:

 South Kensington Campus
Blackett Laboratory, Prince Consort Road, London, SW7 2AZ

Facilities

The Physics Department lies in the northwest corner of the South Kensington campus and occupies the whole of the Blackett Laboratory and parts of the adjoining Huxley Building.

Getting around the building

The Blackett Laboratory floors are known by "Level" numbers, the sub-basement is Level 0 and the highest is Level 11. The main entrance to the Blackett Laboratory is from Prince Consort Road on Level 2, which is at street level. The Huxley Building has an additional floor, 6M, between Levels 6 and 7; walking from one building to the other varies on different floors, and sometimes involves going up or downstairs.

Office numbers in both buildings have the "Level" number as the first digit (or two digits for Levels 10 & 11). Those in the Huxley building are prefixed 'H'.

Facilities for wheelchair users

Wheelchair access is via the side entrance to Level 2 Blackett from Callendar Road, or via the main entrance to the adjoining Huxley building. There are accessible toilets and showers located on Level 1. All teaching facilities have lift access for each level. Lecture Theatre 1 has wheelchair access on Level 2 and Lecture Theatres 2 & 3 have wheelchair access on Level 0.

Main teaching areas (Level 0 - Level 4)

The main undergraduate teaching areas: the lecture theatres, Computing Suite, teaching laboratories and study areas are concentrated on Levels 1, 2, 3 and 4.

Level 4 houses the First, Second, and Third Year Teaching Laboratories.

Level 3 provides access to Lecture Theatre 1, the Computing Suite, and the teaching administration offices. Most Year 1 and 2 lectures take place in Lecture Theatre 1 (LT1), which holds 246 people. The Computing Suite (Rooms 320 and 321) has about one hundred computers, some are reserved for teaching during the day, but the majority are available for student use between 8:00 and 22:00; it also has printers, and a scanner and offers a wide range of software. There are twenty-four laptops available and stored in the Computer Suite for students to borrow. Chargers for these laptops can be borrowed from the Student Administration Office.

The Student Administration Office (Room 315, Level 3, Blackett Laboratory) is a source of much information. The Department's Student Administration Office is open Monday to Friday, 9:00 to 16:30, except Wednesday when the office is only open from 09:00 to 12:30. The office is normally closed for lunch between 12:30 and 13:30.

Other information sources are the Physics Department website, Blackboard, Ed Discussion, and email. Sébastien Guenneau (Senior Tutor), Derek Lee (Director of Undergraduate Studies, DUGS), Derryck Stewart (Undergraduate Education Manager), Yasmin Andrew (Student Liaison Officer) and Mery Fajardo (Admissions and Disabilities Officer) also have their offices on Level 3.

Level 2 has a foyer that has dispensing machines, a water fountain and seating for undergraduate students to relax or work. There is step-free access to Lecture Theatre 1 on Level 2. This level also has two student study areas with disabled access and a student common room.

Level 1 provides access to Lecture Theatres 2 and 3. Each holds about one hundred and twenty people and another quiet study area.

Level 0 houses several laboratories belonging to the Physics Research Groups but is chiefly of interest to undergraduate students for the lockers.

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

 www.imperial.ac.uk/estates-facilities/customer-services-centre/

Library Services

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

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

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

 www.imperial.ac.uk/library

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

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


6. Placements

Imperial defines a placement as:





“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to Imperial student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”

Academic departments are responsible for managing any study placement or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the university's Placement and Learning Policy and associated good practice:

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

Your Departmental Placement Manager:

 Prof Marina Galand
 7th Floor, Huxley Building
 +44 20 7594 1771
 m.galand@imperial.ac.uk

MSci in Physics with a Year Abroad degree

One of the undergraduate degrees offered by the Physics Department is the Physics with a Year Abroad degree. Students spending their year abroad at one of our hand-picked institutions in Continental Europe (France, Germany, Italy, Netherlands, Spain and Switzerland) or at MIT in the United States of America are eligible to apply for support via the new UK Government 'Turing' scheme. Students on the “MSci in Physics with a Year Abroad (F309)” degree programme spend their entire third year of study abroad at one of the partner institutions, following lectures and carrying out a research project in the local language.

Undergraduate Research Opportunity Programme

Students also have the opportunity to take part in Imperial College's undergraduate research opportunity programme (UROP). This consists of a summer placement typically lasting six to ten weeks in a department at Imperial College. More information about the UROP programme, how to find project opportunities in the Physics Department, and how to apply for additional (not for credit) ECTS for their UROP project can be found on our website:

 www.imperial.ac.uk/physics/students/current-students/undergraduates/summer-research-opportunities/

The application for extra ECTS must be made before the UROP project has started. Students should email the Physics UROP co-ordinator, Yasmin Andrew, for the extra ECTS application form:
y.andrew@imperial.ac.uk

More information about how UROP operates, and about potential sources of funding can be found on the College UROP pages:

 www.imperial.ac.uk/urop

International Research Opportunity Programme




Students also have the opportunity to take part in Imperial College's international research opportunity programme (IROP) at the end of their third year. This consists of an eight-week summer placement at a partner institution abroad. Information about the College IROP programme and opportunities available in the Physics Department can be found on our website:

 www.imperial.ac.uk/physics/students/current-students/undergraduates/summer-research-opportunities/

More information about how IROP operates, and about potential sources of funding can be found on the College IROP pages:

 www.imperial.ac.uk/students/global-opportunities/ug/summerresearchplacements/

The Careers Service is available to provide students with additional support in sourcing work placement opportunities and preparing to apply for work placement opportunities:

 Apply: www.imperial.ac.uk/careers/applications-and-interviews/
 Sourcing work: www.imperial.ac.uk/careers/jobs-and-experience/work-experience/
 Overview: www.imperial.ac.uk/careers/

For general information on undertaking a study or work placement visit the Placements website:

 www.imperial.ac.uk/placements

If you are considering/planning a placement outside the UK, you should also refer to the Placement Abroad Handbook:

 www.imperial.ac.uk/placements/information-for-imperial-college-students

7. Working while studying

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

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

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



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/?

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

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

8. Health and Safety

Keeping you safe is a top priority for us. Imperial still encourages students to get fully vaccinated, to cover their coughs and sneezes, and to respect others' personal space. Some members of our community may consider wearing face coverings in crowded, enclosed spaces. All staff and students are advised to stay at home if they are feeling ill or have any symptoms of respiratory disease.




The latest Imperial guidance to students can be seen at:

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

The Imperial Health and Safety Policy can be found at:

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

Your Departmental safety contact is:

 Rob Whisker
 Room 422, Level 4, Blackett Laboratory
 020 7594 7854
 r.whisker@imperial.ac.uk

In late September you will be given access to the 'Introduction to Safety' online course that all new undergraduate students are required to complete. Rules around safety are mostly common sense, don't look into lasers; electronic devices don't mix with coffee, nor sandwiches with solvents, so food and drink are not allowed in the labs. If you hear the fire alarm, leave the building.

Here is some advice from your Department Safety Officer:

- Always familiarise yourself with the nearest fire exits when entering a laboratory or room which is new to you. Please be aware that the closest fire exit isn't necessarily the door you entered by.
- Specific safety instructions will be provided to you for all experimental work. Prior to commencing any experimental work, you should always read the risk assessment (usually attached to the lab script/manual or displayed in the vicinity) and pay attention to any instructions that the demonstrator/supervisor gives you.

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

Imperial Safety Department

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

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

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

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

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



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

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

Occupational Health requirements

Imperial's Occupational Health Service provides services to:

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

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



www.imperial.ac.uk/occupational-health

9. University Policies and Procedures

Academic Regulations


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

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

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

Academic Feedback Policy

The Department of Physics is 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


Feedback comes in several forms. Some feedback you receive will be associated with assessed work; much of it will not. You can expect to receive feedback in some form over the course of each module, in addition to the feedback which a mark for assessed work provides you when you receive it. Feedback will also sometimes be through a process of dialogue. Use written and oral feedback to improve your understanding about what is expected of you for particular pieces of work, make use of this in subsequent assignments and more broadly to learn effectively. How you analyse, discuss and act on feedback is as important as the feedback itself. Through the interaction you have with feedback, you can gain insight into how to develop your learning.

We intend that feedback on assessed work, whether it counts towards the final degree classification or not, will tell you how well you are doing and how you can improve your work. For feedback on assessed work, College guidance is that most feedback will be provided within two weeks of the hand-in deadline. This varies from module to module and the timeline to return feedback to students can be longer for some larger assessments, such as project reports.

In laboratory, computing, seminar and tutorial classes you will receive informal feedback during informal interactions with your peers, the teaching assistants/demonstrators and staff at various times during the sessions. Where work is assessed formally, you will be told your mark and how you can improve.


For some modules, the lecturer or other teaching staff may give general information to the whole class on what aspects of the assessment were done well and which could be improved. In the case of the end-of-year exams, this general feedback is provided through Blackboard.

You can find additional information about feedback here:

 <https://www.imperial.ac.uk/students/success-guide/ug/assessments-and-feedback/improving-through-feedback/>


We hope that you will find the feedback which you receive useful. If you are not satisfied with a particular assessment and/or the associated feedback you receive, you should speak to the person who marked the work for clarification in the first instance. If this does not lead to a satisfactory outcome, you should consult the Student Liaison Officer, Yasmin Andrew, or the person in charge of the exercise, such as the Head of Laboratory, or your personal tutor. Personal tutors can also be a very important source of feedback. If there is anything about the assessment of your work that you don't understand or on which you need clarification, he/she may also be able to help.

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

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


Provisional Marks Guidance

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

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

Late Submission Policy

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

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

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

Mitigating Circumstances

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your Personal Tutor for advice and support. If this happens at the time of, or

immediately preceding, your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account when making decisions.

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



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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:



<https://www.imperial.ac.uk/physics/students/current-students/student-welfare-and-wellbeing/>

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



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

Academic Misconduct Policy and Procedures

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



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

Unsatisfactory Engagement

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

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



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

Fitness to Study

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



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

Academic Appeals Procedure

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



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

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

Arithmetic Marks Check

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

To request an arithmetic marks check you should contact the Examinations Officer, Victor Urubusi by email:



v.urubusi@imperial.ac.uk

The request must be on the correct form:




<https://www.imperial.ac.uk/media/imperial-college/faculty-of-natural-sciences/departments-of-physics/internal/students/current/ug/exams/past/Arithmetic-Mark-Check-Form.docx>

Student Complaints

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

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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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

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

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

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

Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

General Data Protection Regulation (GDPR)

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

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



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

10. 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.

Your personal tutor is someone with whom you can discuss academic progress, choice of electives, other “strategic” problems and personal difficulties. Normally, you will meet your personal tutor at the beginning and end of each term, although a tutor or student can initiate a meeting at any time to discuss specific matters, such as elective choices, course changes, advice on the College facilities, etc. Your Personal Tutor will also supply references for your placement or job applications, a duty that does not expire on your graduation. This is something that he or she will find difficult to do if you have not seen them on a regular basis.

In addition to your Personal Tutor, you can also discuss any academic or personal difficulties with the Physics Student Liaison Officer, Yasmin Andrew, who will advise you or direct you to an appropriate expert. You are, of course, also free to approach any of the sources of aid and assistance in the Physics Department and the College, such as the Senior Tutor, the Disabilities Officer, the Undergraduate Education Manager, Wellbeing Advisors, the College Tutors and Counsellors, the Student Union Advisor etc., on your own initiative.

Student Liaison Officer

Student Liaison Officers are a key contact for a variety of issues, in particular, assisting students with problems with their courses or feedback, physics study skills, time-management and how these can impact an individual’s overall wellbeing while at university.

Your Student Liaison Officer is: Dr. Yasmin Andrew

Email: ph.studentliaison@imperial.ac.uk

Room: Blackett 308c

Telephone: 020 7594 5285

Mums and Dads scheme

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

Departmental Disability Officers

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

Your Departmental Disability Officer is: Mery Fajardo

Email: ph.disabilityliaison@imperial.ac.uk

Room: Room 308b, Blackett Laboratory

Telephone: 020 7594 7513

More information on Departmental Disability Officers is available at:



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

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



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

Physics Mitigating Circumstances Board

In Physics the approach to student welfare is operated through the Mitigating Circumstances Board for student support and confidentiality. This means that a very small number of Physics Department staff share information about your case, in order provide you with the best support possible. If you want something to remain confidential with the person you are speaking to, then you should say that at the time. Your request for confidentiality will always be respected. However, in certain cases, by only informing one person in the department, you will be limiting the support that the Department and College can offer you.

In the Physics Department, the Mitigating Circumstances Board comprises, your Personal Tutor, the Senior Tutor team, the Deputy Head of Department-Education, the Student Liaison Officer, the Department Disability Officer, the UG Education Manager, the Director of Undergraduate Studies and the College's Director of Student Services.

Student Wellbeing Advisors

The Student Wellbeing Advisors offer wellbeing support to all students within all departments of the Faculty of Natural Sciences. As well as acting as a point of contact for students requiring wellbeing guidance, they also deliver training to staff and students and provide resources on a variety of wellbeing topics. The team aims to complement the existing educational and specialist advice offerings already present at faculty, departmental, and College Student Services levels, with a view to further supporting students' engagement with their studies.

To find out more, visit the Faculty's wellbeing webpages at:



www.imperial.ac.uk/natural-sciences/education-and-teaching/wellbeing-support/

In your hall of residence

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

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

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

Your Union

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

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact [the ICU Advice Service](http://www.imperialcollegeunion.org/advice) 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. Student Representatives communicate the student voice and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at Imperial.

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

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

Officer Trustees

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

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

Departmental representatives

Early in October, each year group elects two student representatives who will hold office for one year. Student representatives are responsible for putting forward undergraduate views and problems to the Department via the Staff-Student Committee and directly to the Student Liaison Officer. In June, all year groups vote for the Departmental Student Representative to serve during the following academic year. The departmental representatives often have leading roles in organising student activities and attend several committees in the Department and elsewhere.

More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union website.

 <https://www.imperialcollegeunion.org/representation/representation-networks>

Student Hub

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

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

 www.imperial.ac.uk/student-hub

Student Support Zone

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

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

Centre for Academic English

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

To achieve this, we've designed a flexible academic STEMM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the 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

Useful support contacts

Health and wellbeing

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

Imperial College Health Centre



40 Prince's Gardens, South Kensington Campus



020 7584 6301



imperialcollege.hc@nhs.net



www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre



Prince's Gardens, South Kensington Campus



020 7589 6623



www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service



020 7594 9637




counselling@imperial.ac.uk



www.imperial.ac.uk/counselling


Multi-Faith Chaplaincy Service


 15 Prince's Gardens, South Kensington Campus

 chaplaincy@imperial.ac.uk

 www.imperial.ac.uk/chaplaincy

Disability Advisory Service


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

 020 7594 9755

 disabilities@imperial.ac.uk

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


International Student Support

 020 7594 8040

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

Careers Service

 Level 5, Sherfield Building, South Kensington Campus


 020 7594 8024


 careers@imperial.ac.uk

 www.imperial.ac.uk/careers

ICT and software

ICT Service Desk

 Abdus Salam Library, South Kensington Campus

 020 7594 9000

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

Software shop

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

11. Student Administration

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

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

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

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



www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



certificates@imperial.ac.uk

12. Work-life balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

 www.imperialcollegeunion.org/activities/a-to-z

Move Imperial

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

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

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

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

 www.imperial.ac.uk/sport

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

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

13. Student feedback and representation

Feedback from students

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

Whilst there are a variety of ways to give feedback on your Imperial experience, the following College-wide surveys give students regular opportunities to make their voice heard:

- UG Student Module Evaluation Questionnaire (MEQ)
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

The UG Student MEQ runs at the end of the autumn, spring and summer terms. This survey is your chance to tell us about the modules you have attended. There is also the opportunity for you to tell us about your **BPES** and **Horizon** modules.

The **Student Experience Survey (SES)** is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union.”

The **National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs during the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS)**. NSS asks all final year undergraduates to rate a range of elements related to their student experiences such as academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

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

The Physics Department welcomes feedback on all aspects of teaching from students. The Department wants to improve and make your learning experiences as enjoyable and fulfilling as possible. Students have academic tutors and personal tutors who can help resolve problems and pass on suggestions for improvement in teaching. All students are encouraged to bring problems and to make suggestions to the Department either through the Student Representatives or directly to your Student Liaison Officer, Yasmin Andrew, ph.studentliaison@imperial.ac.uk.

You can find some helpful guidance for giving effective feedback to staff here:



<https://www.imperial.ac.uk/students/success-guide/ug/assessments-and-feedback/giving-feedback-to-staff/>

The Physics Department also runs a term-time Student Experience Forum, which is an opportunity for the Department to update on recent news and for students to ask senior Physics staff questions directly. As a result of student feedback, the Department has:

- widened the boundary to stay on the MSci degrees at the end of Year 2
- removed the exam performance criteria to take the Mathematical Methods module in Year 2

- streamlined access and refurbished study and social spaces for physics students in Blackett Laboratory
- improved assessment and feedback for all laboratory courses
- set-up the LGBTQ+ Ally network in Physics
- refurbished teaching laboratories in Blackett

Student representation

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

www.imperialcollegeunion.org/representation/a-to-z



Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. The Student Staff Committee meets one to two times a term to discuss and find solutions to issues that have come up over the academic year. The student representatives report the main outcomes from the Student Staff Committee to the student body after each meeting. Minutes from the Student Staff Committee meetings can be found here:



www.imperial.ac.uk/physics/staff/committees-and-meetings/staff-and-student-committee/

Imperial good practice guidelines for staff-student committees are available here:



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

14. And finally

Alumni services

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

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

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



www.imperial.ac.uk/alumni

Opportunities for further study

After you have completed an undergraduate Physics degree, you may choose to undertake postgraduate study at Imperial. Previous graduates have gone on to have careers in Finance and Business, and have completed Physics MSc and PhD qualifications at Imperial and other institutions.