# Imperial College London

# Orientation Information

**for the use of new Visiting Students (non-degree)**
(*Exchange, including Erasmus and SEMP study exchange, <u>and</u> Non-exchange, including Erasmus Traineeships*) commencing study periods <u>during</u> the academic year (2021-22)

This document is produced by the Registry, Imperial College London.
<mark>You can find a contents list on page 2</mark>.

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**Welcome**: As a visiting (non-degree) student you are one of many arriving from a variety of countries. We hope that your stay at Imperial College, and in the UK, is an enjoyable one.

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Our priority is for you to experience everything our campuses and London has to offer. We therefore look forward to welcoming students back to campus in autumn 2021 for an educational experience that will maximise in-person teaching and on-campus project supervision on our campuses, throughout the academic year unless we are prevented from doing so by UK government restrictions.

As a university that offers a practical approach to learning, we are very excited to be able to open the doors of our labs, lectures, and facilities once again for teaching, projects, extra-curricular activities, and discovery. We hope you are equally excited to be undertaking your mobility in the UK and at Imperial College.

Many of the changes the College had to make to the learning experience over the last 18 months have worked well, and we will retain some of these approaches in the new academic year to enhance your overall experience on campus. This will vary across departments but, in general:
- Classroom tutorials and laboratory activities, where these are relevant to a Visiting Student, will be hosted on our campuses. We are planning for these crucial and engaging learning opportunities to be delivered without social distancing in place. We anticipate UK government guidelines will support this decision by the time you arrive.
- Lectures, where these are relevant to a Visiting Student, may be hosted online when this method is deemed to be educationally beneficial to students.

<u>Exchange Students</u>: For specific information on how we plan to deliver our curriculum in the coming year please refer to the information published here: https://www.imperial.ac.uk/about/covid-19/students/learning-experience/undergraduates-and-postgraduate-taught/programme-details-for-academic-year-2021-22/
- Find your Host [Academic] Department and review the document for "Undergraduate **Returning** Students."
- If an exchange (Erasmus "study" or SEMP "study") student has any queries about their study plan please email the exchange co-ordinator in their host department. A list of exchange co-ordinators can be found here: https://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/
- For further advice please refer to pages 13-16.

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## CONTENTS (sections):

**Introduction**

There is a helpful 'contents' on page 2. We have highlighted important actions and sections in bold and yellow. Refer to this document throughout your time at Imperial College. A student of Imperial College has the responsibility to inform themselves and to ask any questions.

*Sometimes the College refers to "visiting students" as "occasional" students*.

**A few important notices to start with!**

- **The College's Covid-19 advice**: http://www.imperial.ac.uk/about/covid-19/

- **Important**: please use your Imperial College mailbox daily from when you have access (all College messages will be sent to your College mailbox, including weekly Covid updates).

- **Imperial College halls of residence** are available to **undergraduate** students **only (and rooms are <u>not</u> guaranteed)**: see later section.

- Please note: The College is <u>unable</u> to provide accommodation options for quarantine purposes to students planning to occupy **private accommodation** <u>and</u> who require to quarantine before being able to occupy their private accommodation. Students must follow UK Government regulations.

- **International students:** read the section on page 9 concerning international student registration (compulsory).

- **Teaching** (where attendance on modules is part of your "study plan") is timetabled <u>per</u> academic department. Exchange Students should refer to correspondence from their host academic department. However, many Visiting Students attend Imperial College solely to undertake a project or period of research.

- **There no specific welcome activities for students who commence during the academic year**. However, there will be "actions/tasks" that you need to fulfil. Please use this document to assist your own orientation and please ask questions along the way. <u>We are here to help</u>.

- Access to campus services will be subject to UK Government restrictions as they apply.

**Understanding the College's webpages**
*and other communications which you might be sent automatically by the College*

(1) **Auto-Emails from Imperial College to your private email address and your Imperial College mailbox**: As you are due to arrive during the College's academic year, the College will email you (auto emails) about a.) tasks to undertake and b.) information of importance <u>or</u> interest (<u>including</u> weekly updates on the College's approach to Covid-19). If you are confused about any communications you receive you can email a.hawksworth@imperial.ac.uk for help.

(2) New **exchange** students will receive emails from the student exchange co-ordinator, Mr Adrian Hawksworth (see also page 5), as necessary **and** (importantly) from their host academic department.

**Our "new student" webpages are designed first and foremost for Undergraduate and Postgraduate <u>full degree students</u>, and <u>not</u> specifically for visiting non-degree students such as an exchange student.** Therefore, it is very important that a new visiting non-degree student reads <u>this</u> orientation information document **<u>before</u>** reading the many relevant webpages across the College's website**.**

If you click on the "Exchange Students" TAB on the top horizontal menu at http://www.imperial.ac.uk/students/new-students/ you will be taken to https://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/ where you can find a copy of this document.

**See also: Welcome Arrangements.**

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## HOW TO LOCATE IMPERIAL COLLEGE

By the time you read this document you are likely to have already planned your journey to London.
The following website provides helpful advice about the location of our campuses and how to reach them: http://www.imperial.ac.uk/visit/campuses/.

**However, <u>if</u>** you have been admitted as an **undergraduate student** <u>and</u> have <u>or</u> will have secured (accepted) accommodation in a College hall of residence then please see your **online accommodation induction** (*to be emailed to you after you have accepted a room in a hall of residence*). This will provide information regarding travelling arrangements to your hall of residence.

**Most visiting students are taught on the <u>South Kensington Campus</u>.**
<u>Exceptions</u>: Chemistry students are mainly taught at our White City Campus; while some students studying life sciences or medical-related disciplines (ordinarily projects) may find themselves taught at other campuses:

- White City Campus;
- St Mary's Campus in Paddington;
- Hammersmith Campus;
- Royal Brompton Campus in South Kensington;
- Charing Cross Campus in Baron's Court;
- Chelsea & Westminster Campus in Chelsea;
- North West London Hospitals Campus (Northwick Park Hospital; St Mark's Hospital) in Harrow;
- Silwood Park (Ascot - outside London to the west)

**<u>Unless</u> you are told otherwise assume your main campus is South Kensington.**

## TERM DATES FOR 2021-22

**Term 1 (Autumn Term):**    2 October 2021 to 17 December 2021
**Term 2 (Spring Term):**    8 January 2022 to 25 March 2022
**Term 3 (Summer Term):**    30 April 2022 to 1 July 2022

Important notes regarding the College's Term Dates:
- The College does **not** operate a semester system.
- The summer term for undergraduates is typically focused on preparation for examinations, actual examinations and project work. However, and depending on the department in question, examinations can/do take place at other times during the academic year.
- Approved attendance by a visiting student can also include part or all of the period of 2 July 2022 to 30 September 2022.
- The dates of study periods for students who are admitted to undertake a project or a period of research can sometimes not mirror/match term-dates. Dates of attendance for projects and periods of research are normally decided after consultation with the host supervisor.

## WHERE TO ASK QUESTIONS AT IMPERIAL COLLEGE
## & OTHER COLLEGE LEVEL POINTS OF CONTACT

We hope that this document will answer most, if not all, questions/concerns you may have.

Further questions can be addressed to the points of contact referred to throughout this document. Always quote your 8-digit College Identifier Number (CID) in any email.

**The principal "point of contact" for asking questions is our Student Hub:**
- https://www.imperial.ac.uk/student-hub/
- student.hub@imperial.ac.uk
- Twitter at https://twitter.com/icstudenthub.
- The Student Hub is also a physical "office" based on the South Kensington Campus (Level 3, Sherfield Building), and depending on the level of Covid restrictions will be open for you to visit (**check the above website for opening times**; **and booking system).** If you visit the Student Hub in person please note that the closing times are tightly controlled and there is expected to be a booking system in operation, so try not to arrive when the Student Hub is due to close!! It is important that you have sufficient time to liaise properly with staff and them with you.

**OTHER COLLEGE LEVEL POINTS OF CONTACT:**

- **Exchange Students: Mr Adrian Hawksworth**, Assistant Registrar for Placements (part of the academic "Registry" Team). **Adrian is the College's Student Exchange Co-ordinator and Institutional (EU) Erasmus+ Key Action 1 Co-ordinator (Mobility of Higher Education Students)**. Please feel free to email a.hawksworth@imperial.ac.uk or phone +44 (0)20 7594 8044 (internal extension 48044). **If you phone please leave a message as Adrian works from home currently**.  Adrian has been co-ordinating the College's student exchanges for many years and is always **happy** to help with general queries

and/or signpost students to other staff in the College who can help them with their concerns/questions.

- **All Students**: Our **International Student Support (ISS) team** (part of the academic "Registry" Team) supports all international students, including visiting students, **with visa related queries**. Their website (http://www.imperial.ac.uk/study/international-students) also contains practical advice for all "new" international students who are new to London and Imperial College. **The ISS Team also provide activities for international students**.

- **All Students**: Our <mark>Student Records team</mark> (part of the academic "Registry" team) is responsible for ensuring your "student record" is accurate; Our <mark>Assessment Records team</mark> (part of the academic "Registry" team) is responsible for allocating official assessment results (grades/marks) to a student's My Imperial account; overseeing the dissemination of official assessment results to exchange students' home institutions. <mark>Please see later section ("documents", pages 16-18) for information on, for example, how and when transcripts are produced.</mark>

- **All Students should note** a.) The Registry is responsible for student exchange links and not the College's International Relations Office*, b.) the person responsible for any exchange arrangements with your home university/college is Mr Adrian Hawksworth and c.) The International Student Support team (*which is part of Registry*) and the International Relations Office (IRO) are separate offices.

*\* The IRO co-ordinates the MIT-Imperial student exchange.*

Naturally, you will normally only receive an answer to an email or a phone call during "office hours" but see a later section of this document (page 11) for what to do in an emergency.

<mark>**While you can also ask your host academic department relevant questions**, we just ask you to be aware of the College-level offices and people (listed above) who may be able to answer a question more fully. See also the section entitled Your Host Academic Department (see pages 13-16).</mark>

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**ACCOMMODATION**

**Undergraduate**

- <mark>**Undergraduate exchange students who have applied for, been offered and accepted a room in an Imperial College hall of residence**</mark> should follow the instructions provided by our Accommodation Services team: https://www.imperial.ac.uk/study/campus-life/accommodation/residents-2021-22/moving-into-halls/

**Postgraduate**

- All postgraduate visiting students, including postgraduate exchange students, are unable to apply for College halls of residence. See next section.

## Are you still looking for accommodation?

a.) <u>Postgraduates and undergraduates seeking private sector accommodation</u>:

- It is advisable to commence your search for private sector accommodation using the resources provided by the Student Hub <u>and</u> to consider arriving a few days in advance of your "start-date".

- For up-to-date information (which takes into account the impact of Covid-19) on private sector accommodation options, including our Home Solutions facility at : http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/

- Contact the Student Hub (accommodation@imperial.ac.uk) for advice.

- Information on low-cost hostels in London (which may assist you if you are planning to arrive early) can be obtained from LHA (formally the London Hostel Association):   http://lhalondon.com/ *(this is an external site and Imperial College is not responsible for its content).*

b.) <u>Undergraduates still seeking a room in a College Hall of Residence</u>:

- Students may contact the Student Hub to check about vacancies *(contact : accommodation@imperial.ac.uk quoting their College Identifier – CID - Number <u>and</u> their start and end dates at Imperial College).* It is sensible to also keep a daily check on the current vacancies list at http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/.

When you are physically in London, please note the **opening times of the Student Hub**. The closing times are tightly controlled so please do not arrive when the Student Hub is due to close!! It is important that you have enough time to liaise properly with staff and them with you. If you can liaise with the staff at the Student Hub by email then we encourage you to do so due to any campus restrictions which may be in place at South Kensington.

### Accommodation during the 2022 summer vacation
If the **end date** of your study period falls after the end of the College's academic year (1 July, 2022), then an alternative source of accommodation for the period Saturday 2 July to mid-Sept 2022 is Student Summer Vacation Accommodation administered by the Student Hub . **Please note**: this type of accommodation cannot normally be applied for until spring 2022 **and** the status of the pandemic may change the availability of summer vacation accommodation.

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## COLLEGE REGISTRATION (1): On-line registration for <u>all</u> students:
https://www.imperial.ac.uk/students/new-students/undergraduates/before-you-arrive/registration/online-registration/

**All NEW visiting (non-degree) students register/enrol online using their personal Imperial College My Imperial account**.

If a student has <u>not</u> yet activated an account for Imperial College's My Imperial the College will inform them how to do this when they are prompted to enrol.

**Please note** (excluding UK or Rep of Ireland nationals): Visiting students (exchange <u>&</u> non-exchange) are expected to have fulfilled any offer conditions (of admission) <u>AND</u> to have uploaded a copy of their passport/visa to their Imperial College My Imperial account **before** they can complete their on-line registration/enrolment on My Imperial.

*continued on next page...*

## How to register/enrol on-line (video)

- Log on to your My Imperial account.
- **Click on My Personal Details and check/complete relevant fields**. *Includes providing emergency contact details for a parent or relative. Unless you expect to be paid a bursary by Imperial College then you will **not** need to complete the bank details section.*
- **Upload a photo of yourself for your ID card at My ID Photo.**
- *If you need to upload a visa/passport click on the My Passport Visa*

**Please note that if you have been advised to enter the UK based on a Visitor Visa obtained or verified on entry to the UK** *(certain nationalities only, and explicitly restricted to study periods of 6 months or less, with no right to take employment during a study period)* **then you must wait until your arrival in London to upload your visa document, complete your on-line registration/enrolment and complete international student registration. If you enter through e-gates then you will not receive a "stamp" in your passport and therefore you should upload (to My Passport Visa) proof of travel to the UK (evidencing the date of travel) such as a taring ticket or boarding pass.**

- **Then click on My Student Record; resolve any "errors" and then register/enrol**
- **Download "enrolment confirmation".** We suggest printing <u>or</u> at least keeping an accessible electronic version in case you are asked to show it to staff at Imperial College.
- **If you are <u>not</u> a UK or Rep of Ireland national you should view the next section of this document on international student registration**.


## Outcomes of Registration

- **Regulations for Students**: By registering you are agreeing to abide by these regulations: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2020-21/Regulations-for-Students_2020_21.pdf  (when you enrol there will be a link to the appropriate document.
- **Privacy Notices**, including the Privacy Notice for Students: https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/
- **Insurance**: Registration as a student of the College means that you are covered by the College's employer and public liability insurance policy while on campus, and off-campus should your host academic department require you to attend off-site teaching activities.


## Technical Problems:

- **If for any reason you are unable to register online** (for example, you may experience technical problems) you may seek assistance at the Student Hub, Level 3, Sherfield Building, South Kensington Campus **or** by emailing registry.systems@imperial.ac.uk (*remember: when contacting the Registry by email please provide your CID number and please be patient while awaiting a response*).

- **Perhaps you have forgotten your My Imperial username/password details?** If you have forgotten your password, then go to: https://www.imperial.ac.uk/ict/passwords/. *However, if you still experience problems then phone our ICT Service Desk on +44(0)2075949000 quoting your CID number.*

**COLLEGE REGISTRATION (2): International student registration**

**This short section is relevant to all <u>non</u>-UK/Rep-of-Ireland nationals.**

**VERY IMPORTANT:** If you are a non-UK/Rep-of-Ireland national please review the information at https://www.imperial.ac.uk/students/new-students/undergraduates/before-you-arrive/registration/in-person-registration/ **and** respond promptly to any communications from the College's Visa Compliance team.

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**STUDENT ACCESS TO COMPUTER AND ON-LINE SERVICES** (including email)

You will access College computer and on-line services using the same username & password that you use for My Imperial. **Please go to http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/ to ensure you are familiar with all aspects of student ICT provision**, in particular:

- **Imperial College Email address**: You should be able to access your mailbox once you have created a My Imperial account. **Please ensure you use your Imperial College mailbox for all College related correspondence. All important notifications from the College will be sent to your Imperial College mailbox.** Check it daily.
- **Virtual Learning Environments (VLE)**: Your host academic department will indicate what VLE is in use. Commonly, it is Blackboard or Panopto, but some departments may use other VLEs. Wait until you receive welcome information from your host academic department, perhaps upon arrival.
- File Storage Options; Library access; Printing/Copying/Scanning.

If you are unsure of your password use the "reset your password" function on My Imperial <u>or</u> call the **ICT Service (Help) Desk** on +44(0)2075949000, remembering to state your CID number. Password information cannot be given out over email for security reasons.

All queries/questions concerning computer accounts should be addressed to the **ICT Service Desk** (*The physical location of the ICT Service Desk is the Central Library, South Kensington Campus*).

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**COLLEGE ID CARDS**

**When completing pre-arrival on-line registration/enrolment using My Imperial you will be asked to <u>upload a digital photo</u> of yourself via My ID Photo**. **This is very important.**

**The following will depend on campus restrictions. If you are studying remotely then an ID card will not be necessary until you need to be on campus for studying purposes.**

**On your first "in physical attendance" day at Imperial College your host academic department should require you to undertake a Day 1 Safety Induction (see page 11).**

**Other campuses**: If you are being hosted on a campus other than South Kensington then your host Dept will help you make contact with the local security office/team in order to obtain your ID Card.

## Purpose of the College ID Card

Your ID Card has **five** purposes and must always be carried with you whilst on campus and (if relevant) in your hall of residence:

1. **ID** for when it is requested by College staff.

2. **Library** Card (*see later section*) **and Ethos** (Sports Centre) Card (*subject to completing membership and induction: see later section*).

3. **Swipe-card access to the campus buildings and halls of residence you have an entitlement to enter** (*please note that access to most halls of residence is by this method, although some halls of residence provide a separate key or card*).

4. **Enables you to pay the student payment rate (discounted rate) on purchases made at College managed shops and cafes** (*most importantly, on the South Kensington Campus, at the Junior Common Room and Queens Tower Restaurant*): http://www.imperial.ac.uk/food-and-drink

5. Finally, and **importantly**, the ID card acts as confirming your **Imperial College (Students) Union membership** (see later section).

**Full advice on collecting your ID card** - including what to do if you lose your ID card or it is stolen - go to the UG or PG section (as appropriate) at: http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/ or http://www.imperial.ac.uk/students/new-students/postgraduates/arrivals-and-induction/

## Undergraduate or Postgraduate?

For purposes of registration, you are a "new undergraduate" unless "your enrolment confirmation" from My Imperial describes you as a postgraduate. This may be confusing to some visiting (non-degree) students who are used to a bachelor/masters/doctoral system in their home country. Therefore:

- If you are following a study plan comprised of courses/modules from the curriculum of a BSc/BEng or MSci/MEng or MBBS degree programme, then you are classified as an "undergraduate".
- If you are undertaking a study plan based on a graduate-level MSc programme or you are undertaking a masters level project you would normally be classified as a "postgraduate".
- If you are currently a PhD student at another university then naturally you will be classified as a postgraduate student.

If you think this will pose you any problems, please email student.records@imperial.ac.uk

## SAFETY, TAKING CARE OF POSSESSIONS & WHAT TO DO IN THE EVENT OF AN EMERGENCY OR INCIDENT

### SAFETY

**All students who are new to the College are required (i.e. it's compulsory, mandatory) to undertake a Safety Induction**.

- For undergraduates living in a College hall of residence there will normally be a safety talk in the hall of residence when you first arrive, followed by a timetabled safety induction (in Week 1) in your host academic department. In 2021-22 such talks might be delivered remotely.
- For all other students there will be a safety induction in their host academic department during Week 1. In 2021-22 such talks might be delivered remotely.

**You may be required to attend further safety talks/briefings during your stay**.

If a student is undertaking a project or research period as their study period or as part of a study period (either from the start of their study period or commencing during their study period) then the student should not commence their project or research period until they have completed all safety induction to the satisfaction of their host academic department.

**Safety talks (safety processes) are very important. Do not delay attending a safety talk or completing, where necessary, any Safety Induction document**.

### TAKE CARE!

- **Please ensure you always act responsibly, both on or off campus, whilst you are a student at Imperial College**: http://www.imperial.ac.uk/study/living-in-london/student-safety/
- **Always take care of your valuables, including whilst on campus:** While this is obvious advice, please remember that the South Kensington Campus is an open (public) campus.
- **Be "IT secure" as well**: http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/

### WHAT TO DO IN THE EVENT OF AN INCIDENT ON CAMPUS

It is important for you to know how to react if you need to respond to or report an emergency involving yourself or others on campus. Please review the Security Office website: http://www.imperial.ac.uk/estates-facilities/security/

**For example:**
- Your Safety Induction will cover how to respond to the fire alarm.
- **The emergency phone number for the South Kensington Campus is 020 7589 1000.** *Emergency phone numbers for other campuses at http://www.imperial.ac.uk/estates-facilities/security/emergency-contacts* **IMPORTANT**: Please ensure your department has your mobile phone number when requested, and that your personal details (address; phone numbers etc.) are up to date on My Imperial.

## Welcome Arrangements

Please note that there are normally no College-level welcome arrangements (i.e., in-person orientation) for visiting (non-degree) students who commence during the academic year.

**Day 1 (in the host academic department)**: **All visiting students** should **follow the instructions provided by their host academic department**. If you have not received these instructions please email a.hawksworth@imperial.ac.uk for advice.

See also: Imperial College Union (later section)

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## IMPERIAL COLLEGE (STUDENTS) UNION & the ICU Erasmus Club.

Imperial College Union (ICU) is the student body.

- As a registered student at Imperial College you automatically become a member of ICU.

- Your College ID card acts as confirmation of your ICU membership. ICU provide many services and resources (including the running of certain Welcome events/activities) for students: https://www.imperialcollegeunion.org/whats-on/listings/upcoming

- Please acquaint yourself with the location of the ICU Offices and facilities. The ICU is in Beit Quad on the South Kensington Campus (see online maps).

- View information on the ICU at www.imperialcollegeunion.org/welcome-hub.   Includes information on the **Clubs and Societies** (including the Erasmus Club)**, FELIX** (Felix is the ICU student newspaper: https://www.imperialcollegeunion.org/activities/a-to-z/felix), **Volunteering**, **Places to Eat and Drink operated by the Imperial College Union** and so much more!

- IMPORTANT!!  **ICU also provides an Advice Centre for all students**. They provide lots of useful information on academic issues, for example on exams, and non-academic issues. The Advice Centre can be very helpful if you are living in private accommodation and need help with the legal aspects. You may need to book an appointment to use their services in person.

**Our ERASMUS Club** (Erasmus Student Network: ESN) can be contacted via Facebook or emailed at erasmus@imperial.ac.uk
- The Club (*a club of ICU*) is active throughout the year, although mostly during the first two terms (i.e. October until mid/late March). The Erasmus Club is run by students who were mainly studying abroad in 2020-21. The club meets regularly, and organise a variety of visits, parties and events. However, to benefit from their events, you will need to take out membership of the Club but that does include an **ESN card**.

- **All new exchange students who commence during the year can make contact with the Erasmus Club at erasmus@imperial.ac.uk.**

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**Orientation Information for Visiting (non-degree) Students (October 2021: issued by AH, Registry, Imperial College London)**

## YOUR HOST ACADEMIC DEPARTMENT

*Imperial College London embodies and delivers world class scholarship, education and research in science, engineering, medicine and business, with particular regard to their application in industry, commerce and healthcare.*

## INFORMATION FROM YOUR DEPARTMENT PRIOR TO YOUR ARRIVAL

**Please read the information which your host academic department should email you prior to your planned arrival.**

If you are an exchange ("study") student and you have not received these instructions from your host academic department please email Adrian Hawksworth a.hawksworth@imperial.ac.uk

## THE PERSONS RESPONSIBLE FOR YOU IN YOUR HOST DEPARTMENT?

- Undergraduate Exchange Students (admitted as an "undergraduate": see previous note on page 11): The Departmental Exchange Programme Coordinator in the host academic department is normally responsible for all aspects of an undergraduate exchange student's stay in the host department. Please view the list of exchange co-ordinators at : http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities . If you are unsure as to whom to contact in your host academic department email a.hawksworth@imperial.ac.uk

- Postgraduate Exchange Students (admitted as a "postgraduate": see previous note on page 11): If you are unsure as to whom to contact in your host academic department then email a.hawksworth@imperial.ac.uk

- All Exchange Students should also read the guidance for student exchange partner universities at: http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/

- Non-exchange visiting (non-degree) students should normally contact the undergraduate or postgraduate students' office (or equivalent) in their host academic department for guidance. However, most non-exchange students attend solely to undertake a project or a research period and therefore the person responsible for them is normally the project or research period supervisor. Some non-exchange students do attend for a full-year study plan on a fee-paying basis.

## DISCUSSING YOUR STUDY PLAN

- You will have, of course, attached a proposed study plan (a *learning agreement in the case of Erasmus study exchange students*) to your formal on-line application to study at Imperial College London. **Your proposed study plan will have been evaluated as part of the admission process**.

- You are welcome to discuss your study plan with your host department in advance of arrival (*especially if you are an Erasmus study exchange student and your home institution requires you to submit a signed learning agreement before your departure to London*).

- However, for most new visiting (non-degree) students who accept admission and who plan to undertake courses/modules their study plan will be discussed in full and finalised upon arrival (and this process may take several weeks for some students). **This is normal**.

## Exchange Students
For specific information on how we plan to deliver our curriculum in the coming year please refer to the information published here: https://www.imperial.ac.uk/about/covid-19/students/learning-experience/undergraduates-and-postgraduate-taught/programme-details-for-academic-year-2021-22/
- Find your Host [Academic] Department and review the document for "Undergraduate Returning Students."
- If an Exchange Student has any queries about their study plan please email the exchange co-ordinator in their host department. A list of exchange co-ordinators can be found here: https://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/

## INDUCTION BY YOUR HOST DEPARTMENT

- All NEW visiting students (exchange & non-exchange) should be informed by their host department (study plans) or supervisor (project or research period) ahead of their arrival as to what is expected of them on their first day

- Ordinarily, you will be required to undertake a departmental registration and to attend an **initial meeting** with either the Departmental Exchange Programme Co-ordinator (study plans) **or** your supervisor (project or research period). **The departmental registration and initial meeting should take place during the first week. Elements of these interactions may take place remotely.**

- At the **initial meeting** you will normally learn more about (*if you have not received such information in advance of your arrival*) how your host academic department manages the academic administration for your study period (e.g. *module/course registration; timetables; exams; exam registration; exam timetabling; study facilities; intranet learning environments; intranet document facilities for course materials; procedures*). **Depending on how much of a conversation you had with the host department ahead of arrival you will normally also have an opportunity to discuss your proposed study plan and/or project/research in more detail with the department and/or project supervisor. The latter conversations about your study plan might take place remotely**.

- (if applicable) **Departmental module/course registration**: The process for registering for modules differs from department to department. In some departments registration for modules takes place before you arrive, and you will be contacted by the host academic department. However, in some departments registration for modules takes place after arrival. **If you did not receive guidance from your host academic department on registering for modules prior to your arrival at Imperial College you should expect to receive this guidance at the "initial meeting"**. See also the point below regarding "assessment" and the general advice about accessing modules (below).

- (if applicable) **Assessment**: If your study plan requires you to undertake examinations (*and/or other forms of formal assessment, e.g. coursework*) then the process for this should be explained to you by your host academic department. **This level of detail is normally provided in a student handbook (hard copy or web-based) produced by the host academic department.** The timetabling of examinations also differs from department to department (*i.e. the students of one department might be told this information at the beginning of the year while the students of another department might be told at the appropriate moment during the academic year.*) While the main examination season is the Summer Term other formal assessments and examinations may take place at other times (e.g. during a module; end of module; end of term).

## ADDITIONAL ADVICE ABOUT ACCESSING MODULES
(sometimes "modules" are called "courses"):

(1) The majority of new visiting (non-degree) students will only take modules provided by the host academic department **or** where access to modules taught by other academic departments **forms part of** the host academic department's curriculum (***including*** *undergraduate humanities and language modules taught by the* Centre for Languages, Culture and Communication ***and*** *undergraduate management modules taught by the Imperial College Business School*).

(2) **Please do not ask to take modules taught by other academic departments unless you have the approval of your host academic department, and in the case of exchange students, your home university. To repeat: it is very important that you do not approach other academic departments for access to modules unless you have the approval of your host academic department. Access to modules taught by other academic departments cannot be guaranteed.** However, should you receive approval from your host academic department to approach another academic department, (1) they (your host academic department) will normally expect you to arrange such access, and to be responsible for ensuring you meet the needs/demands of the "other" academic department and (2) the results/marks for examinations and other assessments for modules taught by "other" academic departments (i.e. other than your "host" department) need to be reported (communicated) by the "other" academic department to your "host" academic department for processing with your other exam results/assessments. **It would be your responsibility to ensure this happens. Please note that we cannot guarantee that there will not be timetable clashes and examination clashes.**

## ADDITIONAL ADVICE ABOUT PROJECTS AND RESEARCH PERIODS:

(1) A student whose study plan will be a combination of modules, including projects, would normally select or would be allocated a type of project from the host department's curriculum. This means that Imperial College will assess and allocate a mark for your project regardless of any intention by your home university to mark a project report separately. **This is normal**.

(2) Visiting (non-degree) students **whose study plan will be a single project or research period** would normally pursue this on an "independent" basis (i.e. the project or research period is not part of the host department's curriculum and would not be formally assessed). However, there are exceptions (for example, Department of Chemistry).

*Therefore, it is a student's responsibility to discuss with their project or research period supervisor – in advance of a project or research period starting the extent, if any, that their home university are requesting the supervisor to contribute informally or formally to any assessment by the home university. See also the advice (below) about learning agreements and transcripts.*

## MISCELLANENOUS INFORMATION:

- **Student Support Zone**: Provides "well-being" support for you as a member of our student community (of greater importance this year due to covid): http://www.imperial.ac.uk/student-space/

- In accordance with the College's pastoral care (student welfare) system, **all visiting students** should expect to be allocated (by their host academic department) a personal tutor or a supervisor depending on the nature of their study period (modules, modules/project, project, research period). When you are introduced to your academic department at the "initial meeting" make sure you understand what support you have access to. **The "personal tutor" for an exchange "study" student is often, but not always, the department's exchange programme co-ordinator**.

- **English Language Support** & **Library Services**: see later sections on page 19.

- **Virtual Learning Environments:** Your host academic department will indicate what VLE is in use. Commonly, it is Blackboard or Panopto some departments use other VLEs. Your host academic department will advise you.

- **Changes to the dates of your study period (which may occur due to a change in your circumstances)**: Discuss first with your host academic department. Your host academic department or project supervisor or research period supervisor should email any agreed change to your dates of attendance to student.records@imperial.ac.uk who will formally process the change. A project or research period supervisor should also ensure that they copy that email to the relevant student office in the host academic department. Exchange students should also discuss changes to dates of attendance with their home institution.

## DOCUMENTS

**Statements of registration (attendance)** can be requested from the College (Registry) Student Records team by emailing student.records@imperial.ac.uk quoting your College Identifier (CID) number: https://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

**Certificates of arrival/attendance**: A student who requires a certificate of arrival or a certificate of attendance to be completed, signed and stamped by Imperial College (*i.e. a form provided by a third party, such as their home university/college or a financial sponsor*) should take it to the Student Hub in person (take your ID card), where a member of the College (Registry) Student Records Team will assist, **or** they should email it to student.records@imperial.ac.uk. **Exception**: **Erasmus students should send such documents to Mr Adrian Hawksworth for completion: a.hawksworth@imperial.ac.uk**

**Learning Agreements for Studies** (normally **Erasmus** Study Exchange Students **only**)

- IF Part A (*old style learning agreement*) or BEFORE section (*new style learning agreement*) of your learning agreement has not been completed by the host academic department and returned to you prior to your arrival at Imperial College, you should speak to the Departmental Exchange Programme Co-ordinator in your host academic department to locate it. **It is quite common for this part of a learning agreement to be completed after you arrive**.

- **Learning Agreements normally only require to be signed by your host academic department** (by the Departmental Exchange Programme Co-ordinator). However, if your particular learning agreement requires an institutional level signature then please note that you must ensure that your Part A (*old style learning agreement*) or **BEFORE section (*new style learning agreement*) of your Learning Agreement** is completed in full and has been signed by the Dept Exchange Programme Co-ordinator in your host academic department before you ask Adrian Hawksworth (a.hawksworth@imperial.ac.uk) to sign/stamp it.

- Modifications to Erasmus study plans: Use Part B (*old style learning agreement*) or the DURING section (*new style learning agreement*) as necessary during your study period, i.e. some students will not have to use this section of the learning agreement.

- Complete the AFTER section (*new style learning agreement **only***) with the assistance of both your home and host Departmental Exchange Programme Co-ordinators at the end of your study period. The "AFTER" section is not a substitute for a transcript issued by Imperial College London (see next section on transcripts).

**Learning Agreements for Traineeships** (normally Erasmus Traineeship students **only**)

If you are mobile within the Erasmus Traineeship Scheme and are being hosted at Imperial College as a visiting (non-degree; non-exchange) student for an independent project or research period, then your host supervisor will normally be responsible for ensuring that your learning agreement is processed in your host department. Please address any questions to your supervisor.

**Release of official marks/grades on My Imperial**
**Issuing of e-transcripts on My Imperial (My Documents)**

*This section is divided into two parts (A & B).*

(**Part A**) for students who have been formally assessed/examined by Imperial College (curriculum only)

An e-transcript is an official document issued by Imperial College which lists a.) any formal assessments/examinations a student has undertaken, b.) records the marks achieved and c.) lists the ECTS credits awarded if the assessment has been undertaken successfully.

**Please note that an e-transcript can only be issued once your official marks have been formally published by the Registry on your My Imperial account**.

**Official marks for undergraduate modules will appear on My Imperial from mid-July, but more typically August,** while for postgraduates it may be as late as October-November. Where an undergraduate has undertaken a purely postgraduate module we do try to release official marks as early as possible.

**IMPORTANT – How an e-transcript is issued:**

- Once official marks are displayed on My Imperial a student will be given access to an e-transcript which they can download from the My Documents section of My Imperial.

- A student will have the facility ("third party authorisation") to send their e-transcript (in a secure format) to a third party (*for example, an exchange student can send a copy of their e-transcript to their home university.*)

- **Exchange students only**: The College will <u>also</u> send a copy of a transcript (as a pdf) to an exchange student's home university. This action will be completed no later than the end of August 2022, unless the release of official marks has been delayed for some reason in which case the College will issue your transcript as soon as possible thereafter.

- Please note that if you only attended the College in the autumn term your transcript will not be available until summer 2022.

- (Exchange students only) A host department may be willing in exceptional circumstances to communicate marks - on an <u>unofficial</u> basis - to an exchange student's home institution at a date earlier than when they might be expected to be published on My Imperial. Departments are normally willing to do this only to assist certain students who are due to start their next academic year *(or who are due to graduate)* shortly after leaving Imperial College and their home university need guidance on the student's level of achievement. However, this is always at the discretion of the host academic department and neither an exchange student nor their home institution can demand it. Speak to the Exchange Programme Coordinator in your host academic department for guidance. Erasmus students should note that the "AFTER" section of the Learning Agreement for Studies is <u>not</u> a substitute for a transcript.

- Should a student fail an examination they should discuss it with their Department's Exchange Co-ordinator and with their home institution. Imperial College does <u>not</u> guarantee to allow re-sits for visiting students. A fee might apply.

**(Part B)**: for students who have undertaken "Independent" Projects and Research Periods (non-curriculum)

- If you are attending Imperial College to only undertake an independent project or research period (i.e. a project or research period which is <u>not</u> a formal part of the College's curriculum) then you would **not** be issued with a e-transcript. Instead, if you require a statement on your performance you should ask your independent project or research period supervisor to kindly provide you with one.

- If you are undertaking an independent project or research period (i.e. a project or research period which is <u>not</u> a formal part of the College's curriculum) as <u>part of</u> a broader study plan (that includes modules) then you would **not** expect to have the outcome of your independent project or research period to appear on your e-transcript. Instead, if you require a statement on your performance you should ask your independent project or research period supervisor to kindly provide you with one.

## ENGLISH LANGUAGE SUPPORT

### Centre for Academic English

- All visiting (non-degree) students can access The Centre for Academic English **free-of-charge**.

- Guidance available at: http://www.imperial.ac.uk/academic-english/current-students/undergraduate/ & http://www.imperial.ac.uk/academic-english/current-students/undergraduate/courses/

- The Centre for Academic English is accessed via Level 3, Sherfield Building, South Kensington Campus (access to the south of the Great Hall)

- General information on the Centre can be found at: http://www.imperial.ac.uk/academic-english

- The Centre also has a language laboratory on the South Kensington Campus which is open to all students at specified times in the week.

### Language Pairing

- The Centre for Language, Culture and Communication operates a **Language Pair Scheme**: http://www.imperial.ac.uk/languages/language-pairs/

- An alternative method of obtaining an informal language partner is to meet English-speaking students through the Erasmus Club, or just by making friends!!


## LIBRARY FACILITIES

**Completing library registration and undertaking orientation is normally organised by your host academic department**. However, a student who commences "during" the academic year may need to take the lead (i.e. take the initiative) and pursue this themself.

You will need your College ID card, which acts as your "Library Card" to access library services.
For further details see:
http://www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/library-and-it/


## DISABILITY ADVISORY SERVICE

If you have a **disability** you can raise any concerns/questions you may have with the College's Disability Advisory Service on disabilities@imperial.ac.uk or Tel: 020 759 49755. See www.imperial.ac.uk/disabilityadvisoryservice, in particular the section on "understanding disability": https://www.imperial.ac.uk/disability-advisory-service/understanding-disability/

Each department has a Disability Officer: http://www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

Read about other **support services** (including those that support students with mental health) in our Student Support Zone

**HEALTH CARE IN THE UK** and registering with a doctor

If you are <u>not</u> already a resident of the UK you <u>need</u> to ensure you have appropriate health insurance cover for your stay in the UK <u>and</u> know how and where to access health care (including in an emergency).

- If you enter the UK on a Student Route visa you will have had to pay (as part of the visa application) the Immigration Health Surcharge to meet the immigration requirement of having comprehensive sickness insurance (CSI).

- When resident as a student in the UK for more than 6 months on a Student Route visa you have access to the National Health Service (NHS) in the same way as a permanent UK resident, i.e., they will receive NHS care generally free of charge but may be charged for services a permanent resident would also pay for, such as dental treatment and prescription charges in England.

- If you are a student entering the UK on a Visitor Visa you are advised to possess comprehensive sickness insurance (CSI) and follow the instructions provided by your insurer when you need to access healthcare. You will need to pay for any NHS care you get at the point you use it - unless it's a NHS service that's free. The NHS generally functions on a treat first pay later basis in the case of an emergency admission to a hospital. However, always keep evidence of your health insurance on your person.

- A student is expected to have purchased travel insurance for their travel to and from and for their stay in the UK. **Please note** that travel insurance will <u>not</u> always be an appropriate form of insurance cover – for health purposes - when someone is living in another country for a prolonged period.

- We suggest consulting the webpages of the UK Council for International Student Affairs (UKCISA) for more detailed guidance on healthcare in the UK *(and, if applicable, any visa conditions <u>or</u> right of residency rules applicable to your personal circumstances).* UKCISA link: https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare

**The Imperial College Health Centre**: https://www.imperialcollegehealthcentre.co.uk/
- All students (regardless of their personal health insurance position) should check whether they are eligible to register at the College Health Centre. If you are <u>not</u> eligible (based on the post-code of your accommodation in London) then you would need to locate a health-centre/doctor's practice in the area you live.

**VARIOUS**

- : http://www.imperial.ac.uk/sport/ . The College has a sports centre called Ethos ( www.imperial.ac.uk/ethos ) located on the South Kensington Campus. Other sports and leisure facilities exist (check the website). Visiting Students can access these facilities in the same way as a full-degree student.

- **Places to eat on campus** **(operated by the College)**: http://www.imperial.ac.uk/food-and-drink/ and (reopening of cafes etc) https://www.imperial.ac.uk/food-and-drink/reopening-our-outlets/. The webpages for individual cafes and restaurants may display relevant covid-19 restrictions. ***Please note***: *most cafes/restaurants are open to all students. The exceptions are mainly on the South Kensington Campus: SCR (Staff & postgraduate research students only); The Roastery (part of the SCR: staff and postgraduate research students only); the Garden Room Restaurant (Staff only).*

- **Places to eat and drink operated by the Imperial College Union**
  https://www.imperialcollegeunion.org/food-drink

- Please note that most outlets operate on a cashless basis. You can pay with contactless and chip and pin cards as well as with Yoyo.

- *Supermarkets can be found locally to the South Kensington campus (Sainsbury's, Waitrose) and a Tesco in the Earls Court/West Ken area. There is a small convenience store called "Essentials" located in Eastside, Princes Gardens. Halls of Residence will also indicate the nearest food shopping options.*

- **Living in London**: http://www.imperial.ac.uk/study/living-in-london .

You are encouraged to read the covid-19 pages on how the student experience will be affected.

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**TRAVELLING IN THE LONDON AREA**

**Within London, public transport** (comprised of Buses, the Tube, 'Overground' Train services, South London Trams, National Rail Services, River Boat and Dockland Light Railway- DLR) **is managed by Transport for London (TfL):** http://www.tfl.gov.uk. *The TfL website is an external site and Imperial College is not responsible for its content. TfL operate with full respect towards the UK's covid-19 rules and regulations. See use of face masks on public transport.*

Travel (and its cost) is based on Zones (*on maps these display themselves as concentric circles from the centre – Zones 1 to 9*) with normally increased cost when travelling within or through the central Zone, Zone 1).

- Ahead of arrival, you can set up an oyster or contactless payment account: https://tfl.gov.uk/fares/contactless-and-oyster-account?intcmp=54644

- As soon as you arrive in London you are advised to obtain a **regular** '**oyster' card (pay as you go)**. This provides access to the cheapest single journey prices. **Given the impact of covid-19 on your attendance on campus a pay as you go (oyster) option may be the best option, at least to begin with.**

- Instructions: refer to the Transport for London website: http://www.tfl.gov.uk. It is very easy and requires a small deposit which you can get back when you leave at the end of your stay in London.

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**Orientation Information for Visiting (non-degree) Students (October 2021: issued by AH, Registry, Imperial College London)**

- Your daily Monday to Friday routine will determine whether you can save more money by purchasing a 'travelcard' or 'season ticket' (depending on the type of transport) for your daily journey. **Given the impact of covid-19 may still have on your attendance on campus** *(of Imperial College)* **a pay as you go (oyster) option may be the best option, at least to start with.**

- Therefore, if you are living in accommodation at a distance (*i.e. a regular tube/bus/train journey away*) from the Imperial College campus where you will be taught you may benefit from applying for an **18+ Student Oyster Photocard** (*The 18+ Student Oyster Photocard Discount Scheme is operated by Transport for London*). **The 18+ Student Oyster Photocard provides discounted travel (currently 30%) on an adult-rate (weekly/monthly) 'travelcard' or a 'season ticket' limited to bus/tram services**. Information also via: https://tfl.gov.uk/fares/free-and-discounted-travel?intcmp=54647

- **VERY IMPORTANT**: To be **eligible** for an **18+ Student Oyster Photocard you need to be a registered student at Imperial College on a full-time basis for a minimum of 14 weeks,** living at a London address during term-time.

- The **online application** procedure for an **18+ Student Oyster Photocard** will cost you (admin charge) £20. You must have a bank account (UK or non-UK). You must upload a photo of yourself. Apply as soon as you have registered/enrolled on-line with Imperial College. Transport for London request the endorsement of Imperial College before your application is processed.

- Further advice available: http://www.imperial.ac.uk/student-records-and-data/for-current-students/student-travel-discounts/

- **However, if you are living within walking or cycling distance of the South Kensington Campus (i.e., your daily travel is not by public transport) or as previously mentioned your attendance on campus is restricted, it may not be cost-effective to purchase a "season" ticket, and therefore there is often no need to apply for an 18+ Student Oyster Photocard.**

## MAKING THE MOST OF YOUR TIME IN THE UNITED KINGDOM OF GREAT BRITAIN & NORTHERN IRELAND

**Yes, that is the full title of the UK!** There is so much to see and do in our lovely country, within and outside London (even with social distancing!). Make the most of the opportunity by exploring the activities provided by the many clubs and societies of the Imperial College Union.

**Our International Student Support Team** (in collaboration with the Imperial College Union) also offer a programme of activities, e.g. Day trips, Do it yourself trips (**but subject to change due to the pandemic**)

## UK BANK ACCOUNTS

If you need to open a bank account in the UK, please review the information at: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/before-and-after-arrival/ (scroll down)

**This information is relevant whether you required a visa to enter the UK or not**.

There are no banks on the South Kensington campus.

## **COUNCIL TAX**

Council Tax is a local tax set by local government to help pay for local services like policing and refuse collection. It applies to all domestic properties.

**Students living in College halls of residence are automatically exempt from paying Council Tax**.

Students living in other forms of accommodation should read:
http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/moving-in/bills-and-council-tax/
The Student Hub can assist with general Council Tax queries/questions.