Imperial College London

Faculty of Engineering

Department of Computing

BEng/MEng Computing
BEng/MEng Mathematics and Computer Science
MEng Computing (Artificial Intelligence and Machine Learning)
MEng Computing (Visual Computing and Robotics)
MEng Computing (International Programme of Study)
MEng Computing (Management and Finance)
MEng Computing (Software Engineering)
MEng Computing (Security and Reliability)

Student Handbook

2021-22

Contents

Welcome to the College

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

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

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

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department.

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

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

will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles' a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

Imperial will provide through its staff:
- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

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

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

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

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

Introduction from the President of Imperial College Union

Welcome to Imperial College.

Congratulations on making it here. Imperial is, by all accounts, one of the world's most prestigious universities, and studying here will give you opportunities you simply wouldn't have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both: working with others, and seeking out opportunities beyond your course, is what makes a degree here worthwhile.

Life in London and at Imperial has adapted to a 'new normal' as a result of the COVID-19 pandemic, with safety measures in place to keep you safe. With the UK's progress on mass vaccination, the end of the pandemic here is in sight, but there remains much uncertainty around what restrictions will exist in the coming months. However, this shouldn't stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a walk, bike, or tube ride away. We're a stone's throw from some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a very wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. The Union has been working hard to protect your interests and improve Imperial's offer to students throughout the pandemic, and we will continue to do so over the course of the coming academic year.

University is a bit of a sea change: you're in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there's something you want to see changed, we can work together to make it happen.

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.

Best of luck - I hope you have a fantastic year,

Lloyd James

Imperial College Union President 2021-22

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

1. Introduction to the Department

Welcome from Head of Department

I am delighted to welcome you to the Department of Computing at Imperial College London, and to congratulate you on gaining admission to Imperial.

By coming to study Computing at Imperial, you have made an excellent choice: Imperial is not only an outstanding, global university, Computing is also an exciting subject that is markedly shaping the future world around us; studying Computing at Imperial will give you the skills and experience needed for positively impacting all of our lives, be it in the public or private sector or in industry verticals such as healthcare.

The Department of Computing has a long and proud history that goes back to the early days of modern Computer Science. Yet we are focussed on creating the future of this fast-evolving and developing field of engineering. At the same time, we believe and invest in people and nurture a culture of diversity, equality and inclusion. We are very pleased that you will be joining our close-knit community of staff and students. During your studies you will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally leading experts and researchers. I hope that you will be energised by the buzz of teaching and research activities within the Department. We will use this energy to educate you into the leaders of tomorrow who will advance the frontiers of knowledge and technology in Computer Science and beyond.

Once you arrive you will realise that a key characteristic of our Department, and the College as a whole, is its international outlook and cultural diversity. Coupled with the fact that London is a wonderful place to be a student, I am confident that this will provide a unique and stimulating environment, not only academically but also socially. I hope that, as this pandemic unfolds, you can soon take full advantage of this exciting environment and will strike a good balance between studying hard to fulfil your potential and enjoying the company of your fellow students and life in London.

On behalf of the Department, I wish you all the best during your studies here.

Michael Huth

Head of the Department of Computing

m.huth@imperial.ac.uk

www.imperial.ac.uk/computing/

Welcome from the Director of Studies (UG)

I would like to take this opportunity to welcome you to Imperial College London and the Department of Computing. Many congratulations on achieving the qualifications for admission.

We are extremely proud of our undergraduate programmes, which we consider to be amongst the best of their kind anywhere in the world. They provide you with the unique opportunity to meet, and study under the guidance of, a large number of internationally renowned experts in many branches of computing and give you hands-on experience of an enormous array of state-of-the-art equipment and software. Our links with industry are also second to none.

Our programmes are adapting constantly to reflect the rapidly changing state-of-the-art and to ensure the highest educational standards. We welcome and encourage your active participation in this and attach great importance to the views of the students as we evolve our programmes and teaching methods. Please feel free to approach me, your year coordinators or your lecturers about your own experiences as you progress. All of us appreciate constructive feedback and remember that your voice counts.

Our academics and teaching fellows, together with your personal tutor, senior tutor and wellbeing officer will be on hand throughout your studies to provide you with the academic, technical and pastoral support you need in order to thrive, both academically and as an individual. If at any point you experience any academic, medical or personal difficulties that you feel are affecting your studies, please contact us as soon as possible. There is always someone who can help you, so do not be afraid to come forward. You will find relevant contact details later in these notes and in your packs.

I hope that you will find Imperial College a lively and stimulating environment in which to thrive, both academically and as an individual. I wish you all the best.

Dr. Tony Field
Director of Studies (UG)

ajf@imperial.ac.uk

Academic and administrative staff

Key staff and contacts

- [Head of Department](#)
- [Director of Research](#)
- [Director of Undergraduate Studies](#)
- [Director of Postgraduate Studies](#)
- [Joint Maths and Computing (JMC) Director](#)
- [Senior Tutor](#)
- [Year Coordinator for First Year](#)
- [Year Coordinator for Second Year](#)
- [Year Coordinator for Third & Fourth Years](#)
- [Department Operations Manager](#)
- [Undergraduate Admissions](#)

Staff lists

- [Academic staff](#)
- [Teaching fellows](#)
- [Administrative and technical staff](#)

English language requirement

If you are not a native English speaker, you must meet the College's English language requirements. See the Admissions website for details:

🖥 www.imperial.ac.uk/study/ug/apply/requirements/english

For information on English language support available while you're here, see the entry under the [Centre for Academic English](#).

Attendance and absence

You must inform your Undergraduate Senior Tutor if you are absent from your studies for more than three consecutive working days during term. If the absence is due to illness you must produce a medical certificate after seven 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 reason you must follow procedure for claiming mitigating circumstances as described in the policy. Please note all claims for mitigation, for any reason must be submitted within 10 working days of the assessment deadline or examination. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected. Please see the section on mitigation below.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

Interruption of Studies

A student can take an interruption of studies (IoS) from the course, should there be a need to do so. The start and the end of the interruption date must lie within the term time. More information on the interruption is available on the following link:

🖥 www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/

Here is a step-by-step video explaining the entire process:

📄 imperial.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=a261cabe-05ca-4f88-b6ee-ad790093419b

If you choose to take interruption on medical grounds, you will need evidence to support your request, such as a doctor's note or a letter from your healthcare provider. During the time of interruption, you will not have access to the departmental learning systems in place.

Key dates 2021–22

Include any other dates relevant to the department such as Graduation Ceremony (if applicable for year group), social events etc.

Term dates

Autumn term:	2 October 2021 - 17 December 2021
Spring term:	8 January 2022 - 25 March 2022
Summer term:	30 April 2022 - 1 July 2022

Closure dates

Christmas/New year:	24 December 2021 - 1 January 2022
	(College reopens on 4 January 2022)
Easter Holiday:	13 April 2022 - 19 April 2022
	(College reopens on 20 April 2022)
Early May Bank Holiday:	2 May 2022
Spring Bank Holiday:	2 June 2022
Platinum Jubilee Bank Holiday	3 June 2022
Summer Bank Holiday:	29 August 2022

Key events

Great Exhibition Road Festival:	9 October 2021 – 15 October 2021

2. Programme information

Overview of programme and module content

The structure of our undergraduate degree programmes is very flexible, allowing you to move between MEng specialisms provided you have taken the required compulsory modules. Also, most taught modules in years 3 and 4 of all our programmes are elective, allowing you to focus on the topics that are of most interest to you. There is a central spine of practical engineering work running through all years, and a substantial part of the final year is devoted to an individual project allowing detailed study of a topic relevant to your interests and chosen specialisation. If you are enrolled on one of our MEng programmes you will also undertake an industrial placement between years 3 and 4.

The links below provide information on the following aspects of our programmes and module content:

- List of courses and regulations for Computing and JMC (includes module aims, learning outcomes, syllabus, teaching methods and reading lists)
- Course registration
- Timetables
- Projects
- Accreditation

Accreditation

Our degrees are accredited by the BCS (BCS - Chartered Institute for IT) and the IET (Institute of Engineering and Technology). The BCS and IET are licensed by the Engineering Council to award Chartered Engineer status (CEng) and more recently by the Science Council to award Chartered Scientist status (CSci). To do this they undertake a programme of visits to universities to review their courses and to see if they provide an appropriate foundation for new entrants to the IT profession.

If satisfied that the content and standards set by the courses are high enough, they have the authority to award degrees "accredited" status. This usually lasts for about five years. If you are studying a degree that is "accredited" it means that it contributes either fully or partially to the academic requirements required for you to register for "Chartered" status. In other words, you will be exempted from some or all the professional exams required to achieve this title.

A summary of accreditation for Computing degrees can be found here:

🖥 https://www.imperial.ac.uk/computing/current-students/accreditation/

Imperial Mobile app

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

💻 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

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

You can download the App from the Apple or Google App Stores.
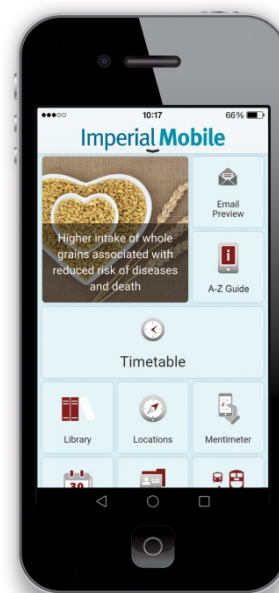
Imperial Success Guide

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

💻 www.imperial.ac.uk/success-guide
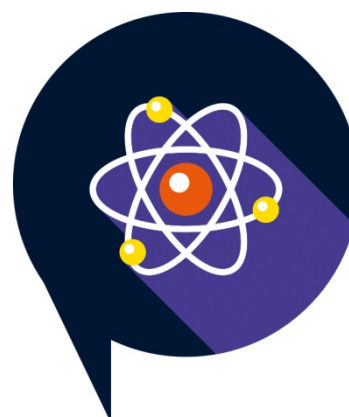
I-Explore Modules

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

In the Department of Computing, you will take an I-Explore module in your third year of study.

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

3.   Assessment

For examinations and tests that take place in the Autumn term, or at the start of the Spring term of the 2021-22 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are Covid-related restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

The links below cover details of all assessment arrangements, including coursework:

- [Exams, Assessment and Regulations](#)
- [Continuous Assessment Tracking Engine](#) (CATE), includes late submission policy
- Noticeboards, with information on tests, labs, projects

Instruction to Candidates for Examinations

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

🖥️   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

Please note that remote assessments in the Department of Computing are open book, while on-site traditional exams are closed book.

Academic Integrity and Academic Misconduct

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

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

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

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

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves

using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

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

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

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

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

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

Collusion

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed 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 are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), 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.

External Examiners

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

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.

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

4. Location and facilities

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

Your main location of study will be:

South Kensington Campus
Department of Computing
Huxley Building
180 Queen's Gate
South Kensington Campus
Imperial College London
London SW7 2AZ

Facilities

The Department's undergraduate office is located at Huxley 370 and open Monday-Friday, 09.00-17.00 (closed 13.00-14.00).

Details of our computer and printing facilities are available at:

www.imperial.ac.uk/computing/about/facilities/

Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

www.imperial.ac.uk/library

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

🖥️ www.imperial.ac.uk/smoke-free

SafeZone

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

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

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

Changes due to Coronavirus (COVID-19)

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

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

5. Placements

The College 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 College 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 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 College'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:

👤 Mr Tom Curtin

📍 Huxley 436

📞 020 7594 8382

✉ t.curtin@imperial.ac.uk

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

💻 www.imperial.ac.uk/careers/jobs-and-experience/work-experience/

For more information on placements visit the following websites:

💻 www.imperial.ac.uk/computing/industry/placements/ (Department of Computing)

💻 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

6. Working while studying

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

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

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

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

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

7. Health and safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:

📺 www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

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

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

The College Safety Department

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

The College's activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

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

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

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

📺 www.imperial.ac.uk/safety

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.

Your Departmental safety contact is:

👤 Clodagh Sheehan

📍 c.sheehan@imperial.ac.uk

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

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

8.   College Policies and Procedures

Regulations for Students

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

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

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

Academic Feedback Policy

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

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

For specific information on how assessment is carried out in the Department of Computing, please consult the relevant Student Noticeboard:

💻   www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/

Please note that your examination scripts, or any answer written on our online exams platform, once completed belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at:

💻   www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-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/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (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:

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

Mitigating Circumstances

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

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

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

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

The department of Computing has specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at https://www.imperial.ac.uk/computing/current-students/undergraduate-student-welfare/

(exams and mitigating circumstances tab).

You can request to submit a mitigating circumstance claim on the following link:

imperiallondon.sharepoint.com/sites/UG-DocMitigations-CO/

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

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

Academic Misconduct Policy and Procedures

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

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

Unsatisfactory Progress

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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

Academic Appeals Procedure

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

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

Arithmetic Marks Check

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

The form to request an arithmetic mark check can be found here:

🖥 https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/appeals-by-ug-and-masters-students/Arithmetic-mark-check-form.docx

Student Complaints

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

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

✉ student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

🖥 www.imperial.ac.uk/research-and-innovation/research-office/ip/

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

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

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

Use of IT Facilities

View the Conditions of Use of IT Facilities:

🖥 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

General Data Protection Regulation (GDPR)

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

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

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

9.   Wellbeing, support and advice

In your department

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

Your Personal Tutor

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

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

Senior Tutor

The Department of Computing Senior Tutor for undergraduate students is **Dr Faraz Janan**. He has overall responsibility for the academic and pastoral care of undergraduate students in the department.

The Deputy UG Senior Tutor is **Dr. Thomas Lancaster**.

Departmental Student Wellbeing Advisor

The Student Wellbeing Advisor, **Caroline Gilchrist**, can provide you with confidential support and advice in a variety of areas such as:

- Loneliness and homesickness
- Anxiety, stress and panic attacks
- Bereavement and loss
- Gender and identity
- Drug and alcohol awareness
- Exercise and staying active
- Food and healthy living
- Mindfulness
- Sleep hygiene
- Self-harm
- Suicidal feelings

General wellbeing appointments for all Computing students are available by email at c.gilchrist@imperial.ac.uk – these will either be on MS Teams or in person by arrangement in Huxley 304a.

Faculty Senior Tutor

The Faculty Senior Tutor, **Dr Lorraine Craig**, has responsibility for ensuring the delivery of consistent, high quality support for students in their personal, general academic and professional development.

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.

💻   www.imperialcollegeunion.org/mums-dads

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:

👤 [Dr. Thomas Lancaster](#)

More information on Departmental Disability Officers is available at:

💻 www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

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

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

First-Year Small-Group Tutorials

A small-group tutorial typically comprises about 8-10 students, a Tutor and an Undergraduate Teaching Assistant (UTA). The UTA will be a Third or Fourth year student who will assist your academic tutor in marking your work and giving feedback during the sessions. The meetings are normally held in the Tutor's office or in a small meeting room, but will be conducted remotely whilst COVID-19 restrictions are in place. In most weeks of the Autumn and Spring Terms you will have two such tutorials, but not in the Summer Term or in future years:

- one with your Personal Programming Tutor (PPT)

- one with your Personal Mathematics Tutor (PMT)

Your PPT sessions will go through your Programming lab work assignments, which are also tested electronically. Your PMT sessions will go through the coursework assignments for some of the logic and reasoning modules. The UTAs return this marked work to you in the tutorials and discuss it with you, with a view to resolve any difficulties you are having. Feedback is quite rapid, helping both you and us to monitor your progress. Normally, one of your PPT or PMT will also be your Personal Tutor (PT) throughout your degree programme.

There are also two other kinds of small-group tutorials: MMTs for Computing and JMTs for JMC students. These provide additional support for Mathematics and will be scheduled according to the Maths modules.

In your hall of residence

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

All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves.

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.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

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 College. The Union provides a range of independent support.

Imperial College Union Advice Centre

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

🖥 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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

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

Officer Trustees

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

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

Student Hub

The Student Hub brings together many of Imperial's key support services in one easily accessible place. At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

🖥 www.imperial.ac.uk/student-hub

Student Support Zone

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

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

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

📍 Chemistry Building, 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 students' support

Centre for Academic English

📍 Level 3, Sherfield Building, South Kensington Campus

✉ english@imperial.ac.uk

💻 www.imperial.ac.uk/academic-english

International Student Support team

📞 020 7594 8040

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

Careers

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

📍 Central Library, South Kensington Campus

📞 020 7594 9000

💻 www.imperial.ac.uk/ict/service-desk

Software shop

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

10. Student Administration

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

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

The Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Student Records

📞 +44 (0)20 7594 7268

✉ student.records@imperial.ac.uk

Degree Certificates

📞 +44 (0)20 7594 7267

✉ certificates@imperial.ac.uk

11. Work-life balance

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

Imperial College Union

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

🖥 www.imperialcollegeunion.org/about-us

Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all standards 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.

With an annual fee of £30 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/ethos/memberships/students/

🖥 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 MoveFromHome campaign, more information can be found at:

🖥 www.imperial.ac.uk/sport/movefromhome

12. Student feedback and representation

Feedback from students

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

Please include any department-specific information and specific changes implemented as a result of student feedback

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/your-union/your-representatives/academic-representatives/overview

For information on a range of topics including timetables, EdStem (student feedback), policy and regulations, welfare and key contacts, please consult the relevant Student Noticeboard:
🖥 www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/

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

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

There are two staff-student committees in the Department of Computing, serving Computing and JMC programmes respectively. Minutes can be accessed from the website at:

🖥 www.imperial.ac.uk/computing/staff/general-links/committees-and-meetings/

13. Student surveys

Your feedback is important to your department, the College and Imperial College Union.

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

- UG Student Online Evaluation (SOLE) module survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

The UG SOLE module survey 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 experience 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 so please take a few minutes to give your views.

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

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

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

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

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

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

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

✉ surveys.registrysupport@imperial.ac.uk

14. And finally

Alumni services

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

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

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

🖥 www.imperial.ac.uk/alumni

Opportunities for further study

After you have completed your course, you may wish to consider UROP, a research opportunities programme available to students from within and outside Imperial:

🖥 www.imperial.ac.uk/urop