

# Imperial College London

**Faculty of Engineering**  
**Department of Computing**

**MSc Artificial Intelligence**  
**MSc Computing**  
**MSc Advanced Computing**  
**MSc Computing (Artificial Intelligence and Machine Learning)**  
**MSc Computing (Management and Finance)**  
**MSc Computing (Security and Reliability)**  
**MSc Computing (Software Engineering)**  
**MSc Computing (Visual Computing and Robotics)**

## Student Handbook

2023-24

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## Welcome to the College

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

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

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

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

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.



## Our Principles

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

### **Imperial will provide through its staff:**

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

### **Imperial will provide students with:**

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

### **Imperial students should:**

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

### **The Imperial College Students' Union will:**

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



[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)

## Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with Imperial College Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something completely different, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate with you will be through our monthly e-newsletter and our weekly professional skills email bulletins. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.



## The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:


- Training and development courses and retreats
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College


### 'Masterclass' professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website: All courses can be booked online.



### Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)

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



# 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 discipline with positive impact on engineering, sciences, business and medicine. 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 you can 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.

### **Prof. Michael Huth**

Head of the Department of Computing

 [m.huth@imperial.ac.uk](mailto:m.huth@imperial.ac.uk)

 [www.imperial.ac.uk/computing/](http://www.imperial.ac.uk/computing/)

## Welcome from the Director of Studies (PG)



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

We are proud of the MSc courses in our department which we consider to be amongst the most successful 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 most branches of computing. The courses also give you hands-on experience with an enormous array of state-of-the-art equipment and software. You will become accustomed to much of this as part of your regular laboratory and coursework programmes, but

remember that you are also free to use most of the facilities in your spare time as well.

As with all our degree courses, the MSc courses are adapting constantly to reflect the rapidly changing state-of-the-art. We are also continually updating the course structures and administration in order to maintain the highest educational standards. We welcome and encourage your active participation in this. We attach great importance to the views of the students. Please feel free to talk to your cohort co-ordinators and the lecturers about the programme and specific courses. They all appreciate constructive feedback. Also, if you are really enjoying a particular course or project, we would be delighted to hear about that too!

Besides your degree programme there is much else to enjoy in the Department and in the College. For example, in the Department we run a series of technical presentations called Applications of Computing in Industry, designed to show how what you study is applied in practice by our industrial partners and their technical challenges. In addition, our Department Student Society (DoCSoc) organises many events throughout the year, including talks by tech speakers, hackathons and social events.

As Director of Studies for the MSc degrees, it is my pleasure to oversee the day-to-day running of the courses and to ensure that everything is going smoothly. I am always on hand to discuss both technical and administrative aspects of the MSc courses, and I encourage you to raise with me any comments or suggestions that you might have.

Teaching Fellows supporting the MSc, the MSc Senior Tutor and your personal tutors will provide academic, technical and pastoral support. If you are having any academic or personal difficulties of any kind, please contact them as soon as a problem arises. You will find the details of the teaching fellows and the Senior Tutor later in these notes, and you will be sent contact details of your personal tutors. If you have any medical conditions that may affect your study and examinations, please let them know immediately. Whatever problems you may have, remember that there is always someone who can help you. Do not be afraid to come forward.

I hope that you will find Imperial College a lively and stimulating environment in which to study. We are committed to do our best for you.

**Dr. Anandha Gopalan**  
Director of Studies (PG)

 [a.gopalan@imperial.ac.uk](mailto:a.gopalan@imperial.ac.uk)

## Welcome from the Senior Tutor (PG)



First, let me echo the warm welcome you've received from the other staff supporting the MSc degrees. Congratulations on obtaining your place.

My role on the MSc courses is as your Senior Tutor. That means, I take overall responsibility for the pastoral care you receive. I am supported in this by many staff, including our Wellbeing Advisor, Caroline Gilchrist, and our Personal Tutors.

The world of education continues to change. If you find you're struggling, please take advantage of the support available. We're here to help.

The transition to MSc study can be challenging at the best of times. All our courses move quickly. If you've been away from formal education for any length of time, getting back into the swing of things can be a shock to the system. But I believe you'll also feel a great sense of satisfaction as you develop your skills with access to researchers who are world leaders in their field.

If you do need support, your first port of call should be your Personal Tutor. You'll get the opportunity to meet them early in the course. You are also always welcome to contact me by email with questions, or to arrange to meet with me (virtually or physically as circumstances allow). If your Personal Tutor does not know the answer, then chances are I will (or I will know who to ask).

You'll also see me involved with your degree in other roles. I am the Department Disability Officer, so I provide the Department link to the Disability Advisory Service for students who would benefit from reasonable adjustments during their course. I also coordinate projects within the Department, most notably the Individual Project which you'll take over the summer period.

Finally, do enjoy your time in the Department as best you can. Alongside the academic provision, all kinds of extra-curricular opportunities are available. There are lots of opportunities to attend talks, to network and to develop contacts. And there are fun events too! Do take advantage.

I look forward to meeting you and wish you well.

**Dr. Thomas Lancaster**  
Senior Tutor (PG)

 [t.lancaster@imperial.ac.uk](mailto:t.lancaster@imperial.ac.uk)

## Academic and Administrative staff

### Key staff and contacts

- [Head of Department](#)
- [Director of Research](#)
- [Director of Postgraduate Studies](#)
- [Senior Tutor](#)
- [Year Coordinator for MSc Computing](#)
- [Year Coordinator for MSc Artificial Intelligence](#)
- [Year Coordinator for MSc Advanced Computing](#)
- [Year Coordinator for MSc in Computing \(Specialism\)](#)
- [Department Operations Manager](#)
- [Postgraduate 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/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/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

The Department monitors the attendance and participation of all students.

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

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

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

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



## 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/](http://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](http://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 2023–24

### Term dates

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

*For PGT students, the summer period is used for intensive work on the MSc Project. This is not a vacation or internship period.*

### Closure dates

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

### Key events

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

### Overview of programme and module content

The Department of Computing at offers taught postgraduate studies with varied focus and prerequisites designed to meet your needs. These courses teach you state-of-the-art technology in Computing and IT Industries, the computing and engineering foundations of the discipline, transferable skills for professional and team-based work, the ability to partake in large software engineering projects, and the capacity for lifelong learning within a fast and profoundly changing field.

The links below provide further information on our range of programmes, covering course descriptions, programme structure, regulations and programme specifications:

- [MSc Computing](#)
- [MSc Artificial Intelligence](#)
- [MSc Advanced Computing](#)
- [MSc in Computing \(Artificial Intelligence and Machine Learning\)](#)
- [MSc in Computing \(Management and Finance\)](#)
- [MSc in Computing \(Security and Reliability\)](#)
- [MSc in Computing \(Software Engineering\)](#)
- [MSc in Computing \(Visual Computing and Robotics\)](#)

### Imperial Mobile app

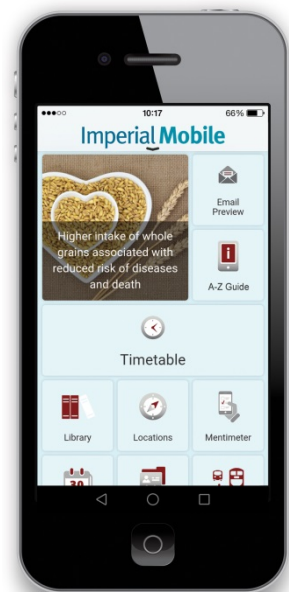
Don't forget to download the free Imperial Mobile app for access to College information and services anytime, anywhere, including your programme timetable, College emails and a library catalogue search tool.

 [www.imperial.ac.uk/imperialmobile](http://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.

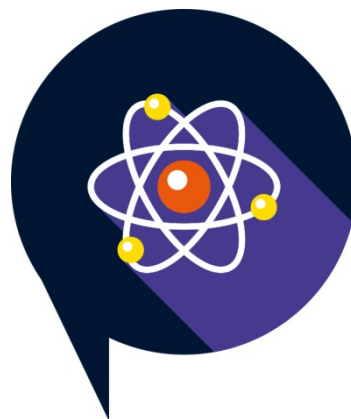
You can download the App from the Apple or Google App Stores.



## Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to Master's level study. More than just a study guide, it is packed with advice created especially for Imperial Master's 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](http://www.imperial.ac.uk/success-guide)



### 3. Assessment

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

- [Exams, Assessment and Regulations](#)
- [Scientia](#)
- [Noticeboards](#), with information on tests, labs, projects

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



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



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

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

#### Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means 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/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/)

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

#### Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images, research or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be



intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

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

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

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

The College requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Graduate School's website.

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

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

 [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://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 initially under the Academic Misconduct procedure.

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

### **Exam offences**

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

### **Dishonest practice**

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating, taking an exam for someone else or getting someone else to take an exam for you, attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

## 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/](http://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 postgraduate 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/](http://www.imperial.ac.uk/computing/about/facilities/)

### Library Services

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

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

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

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library) (general)

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

### Maps

Campus maps and travel directions are available at:

 [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

### Accessibility

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

 [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london)

### **Smoke-Free Policy**

All Imperial campuses and properties are smoke-free. This means that smoking 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](http://www.imperial.ac.uk/smoke-free)

### **SafeZone**

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



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

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

### **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/](http://www.imperial.ac.uk/about/covid-19/)



## 5. Working While Studying

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

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

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

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

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

## 6. Health and Safety

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

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

 [www.imperial.ac.uk/about/covid-19/](http://www.imperial.ac.uk/about/covid-19/)

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/](http://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 agents](#), [chemicals](#), [cryogenes](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting, driving, and working alone or late.

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

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

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

 [www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

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

### Occupational Health Requirements

The College Occupational Health Service provides services to:

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

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

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

## 7. College Policies and Procedures

### Student Academic Regulations


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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

### Academic Feedback Policy


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

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

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/](http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/)

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

 [www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/](http://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/)


### Provisional Marks Guidance

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

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

### Late Submission Policy

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

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/markings-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/markings-and-moderation/Late-submission-Policy.pdf)

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

## Mitigating Circumstances


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

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


 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

Through the procedure you may also be able to request an extension deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable to you complete your studies within the same 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 (under the exams and mitigating circumstances tab) at:


 <https://www.imperial.ac.uk/computing/current-students/postgraduate-student-welfare/extensions-and-mitigating-circumstances/>

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

 [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/)


## Academic Misconduct Policy and Procedures

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## Unsatisfactory Engagement

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Mutual Expectations

The mutual expectations document provides a suggested starter list of expectations that master's students and their project supervisors might expect from each other. It is designed to facilitate conversations to establish effective partnerships and it is recommended that the document is discussed at the first meeting between a main project supervisor and a new student. It should be noted that this is not exhaustive and that Departments may have variations in roles and responsibilities; supervisors should be aware of any such variations and will feed this into their discussions with students. Further, it is recognised that supervisors may not always be best placed to meet all the expectations laid out in the document, but should be aware of who, in their department, can. Students and project supervisors are encouraged to discuss, tailor and personalise the document further to suit. It is also recommended that students and their project supervisors re-visit the document throughout the duration of the project. The Mutual Expectations document is available here:

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


## Academic Appeals Procedure

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Arithmetic Marks Check

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


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

 [student.complaints@imperial.ac.uk](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Disciplinary Procedure

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

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)

## Intellectual Property Rights Policy

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

 [www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/)

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

 [www.imperial.ac.uk/students/enterprising-students](http://www.imperial.ac.uk/students/enterprising-students)

 [www.imperialenterpriselab.com/support/experts-in-residence](http://www.imperialenterpriselab.com/support/experts-in-residence)


## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

## General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. 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](http://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)

## 8. Wellbeing, Support and Advice

### In your department

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

#### Your Personal Tutor

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

#### Senior Tutor

The Department of Computing Senior Tutor for postgraduate students is [Dr Thomas Lancaster](#). He has overall responsibility for the academic and pastoral care of postgraduate students in the department.

#### Departmental Student Wellbeing Advisor

The Student Wellbeing Advisor, **Caroline Gilchrist**, can provide you with confidential support and advice in any area that may be affecting your wellbeing such as:

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

Wellbeing appointments for all students within the department are available by email at [c.gilchrist@imperial.ac.uk](mailto: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.

#### 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.




[Dr. Thomas Lancaster](#)

More information on Departmental Disability Officers is available at:



[www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/](http://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](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability)

### Director of Student Experience

The main goal of the Department of Computing - Director of Student Experience, [Dr Konstantinos Gkoutzis](#), is to promote and foster a positive, supportive, and inclusive learning environment, ensuring that you have a constructive, enriching, and fulfilling experience during your time at the College. He is here to support your success, wellbeing, and engagement, assuring that you have access to a wide range of services, resources, and activities to further enhance your learning. Please feel free to reach out to him at any time with any questions, feedback, or suggestions.

### Postgraduate Coaching

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

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

### Attributes and Aspiration Short Course

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

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

For further information, please see the [AA web pages](#).

 [www.imperial.ac.uk/students/attributes-and-aspirations](http://www.imperial.ac.uk/students/attributes-and-aspirations)

### Your Union

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

### Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinarys, College accommodation, and internal and external

signposting. Contact [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk) and complete the registration form to speak with a member of the team.

 [www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

### **Student representatives**

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

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

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

### **Student Hub**

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

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

### **Student Support Zone**

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

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

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


### **DoCSoc & Student Common Room**


All Department of Computing students automatically become members of DoCSoc (<https://docsoc.co.uk/>), a society that arranges social and professional activities to enhance the students' academic journey. DoCSoc host tech talks, industry visits, as well as the annual ICHack. Although tech-centric, they also organise recreational events like ice-skating and cinema nights, aiming for a balanced, rewarding experience at Imperial. As a DoCSoc member, you also have access to the Student Common Room in Huxley 220A, where you can relax and unwind.

## Useful support contacts

### Health and wellbeing

#### Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 [imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net)

 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)


#### Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus

 020 7589 6623

 [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)


#### Student Counselling and Mental Health Advice Service

 020 7594 9637

 [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)

 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

#### Multi-Faith Chaplaincy Service


 15 Prince's Gardens, South Kensington Campus

 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)

 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

#### Disability Advisory Service

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

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)


### International students' support Centre for Academic English

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



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


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

 Level 3, Sherfield Building, South Kensington Campus

 [english@imperial.ac.uk](mailto:english@imperial.ac.uk)

 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

### **International Student Support team**


 020 7594 8040

 [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/)

### **Careers**

#### **Careers Service**

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024


 [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)

 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

### **ICT and software**

#### **ICT Service Desk**

 Central Library, South Kensington Campus

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

### **Software shop**

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

## 9. Student Administration

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


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

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

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


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

### Student Records

 +44 (0)20 7594 7268

 [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree certificates

 +44 (0)20 7594 7267

 [certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

## 10. 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](http://www.imperialcollegeunion.org/about-us)

### Move Imperial

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

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

 [www.imperial.ac.uk/ethos/memberships/students](http://www.imperial.ac.uk/ethos/memberships/students)

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses.

 [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)

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

 [www.imperial.ac.uk/sport/get-active/move-more-programme/](http://www.imperial.ac.uk/sport/get-active/move-more-programme/)

## 11. 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.

### 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](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

For information on a range of topics including timetables, policy and regulations, welfare and key contacts, please consult the relevant Student Noticeboard:



[www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/](http://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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

There is a staff-student committee in the Department of Computing, serving UG and PG programmes. Minutes can be accessed from the website at:



<https://www.imperial.ac.uk/computing/current-students/student-services/>

## 12. 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 College experience, the following surveys give you regular opportunities to make your voice heard:

- **Module Evaluation Questionnaire (MEQ)**

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

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

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

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

 [www.imperialcollegeunion.org/you-said-we-did](http://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](http://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/pg-student-surveys](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)



## 13. And finally

### Alumni Services

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

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

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

 [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)