

**Imperial College
London**

**Faculty of Natural Sciences
Department of Chemistry**

Student Handbook

2020-21

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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.

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,



First and foremost, congratulations on making it here. It's difficult to overstate how well you've done to make it to Imperial, and an easy thing to take for granted: well done.

Studying at a place like this gives 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 is adapting to a 'new normal' as a result of the coronavirus (COVID-19) pandemic with safety measures in place to keep you safe. But that 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 bike or tube ride away. We're a stone's throw from some of the greatest museums in the world. We also have hundreds of student-led societies covering almost any area you can think of.

These societies 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 elected students who have taken a year out to work full-time representing you. The Union has been working hard to protect your interests and improve what Imperial's offer to students throughout this crisis, 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, this is a place where we can make that 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,

Abhijay Sood

Imperial College Union President 2020-21

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

1. Introduction to the Department

Welcome from Head of Department



Welcome to the Chemistry Department of Imperial College! You have all done brilliantly to have gained your place here and we are immensely proud that you have chosen us as your place of further study. You will, at some time or another, be taught by every one of our 65 academic staff, headed up by our Director of Undergraduate Studies (Professor Don Craig). We, like you, come from all over the world and have chosen to teach at Imperial College because we strongly believe it is the best place to study Chemistry. We all look forward to meeting and working with you over the coming years.

We pride ourselves at Imperial College on being welcoming and treating everyone as equals with the diversity of the university being at the heart of what makes it such an exciting and vibrant ecosystem. This is a culture we encourage our students to embrace, as you meet and continue to work with your colleagues and all staff in the Department.

During your studies here, we hope to show you how exciting, stimulating and useful modern Chemistry is to the world. It has and continues to transform the world around us-the opportunities for Chemistry to make a positive impact on society are greater than ever, from developing new drugs and combatting Covid-19 through to tackling climate change and unlocking new sources of renewable energy. It is a truly inspiring subject to be involved in.

You will find that studying at the cutting edge of a subject at University requires a great deal of commitment and probably more independent work than you were used to at school. We know that this transition from school to University can be tricky, but rest assured that our staff and tutors will always be happy to help you with your studies, whether face to face or online.

Against the backdrop of the Covid-19 situation this transition may be trickier than ever. Rest assured we are more committed than ever to supporting you and have made huge efforts to ensure we are able to deliver on our multi-mode teaching programme. Throughout the summer everyone in the Department has worked tirelessly to re-design all our courses including our laboratories, reconfigure our teaching spaces, develop new digital learning platforms and roll out a new community engagement programme.

At all times your health, safety and well-being will be our number one priority and as the year progresses we will continue to adapt our programme in response to boundaries set by social distancing and government guidelines. Over the coming days, in particular during Welcome Week you will hear about the measures we have put in place to keep everyone safe. It is vitally important that you adhere to these at all times. Our safety is inter-connected as never before so also please show diligence not only when you are campus but also during time away from the Department as the world outside increasingly opens up its doors.

We are one big community and we are here to help. No question, query or concern is too big or too small-always reach to us when you need to. We will always be on hand to help you with everything from administration through to advice on exam practice and daily life.

It might surprise you in a college that expects a strong commitment to your studies that Imperial has one of the highest levels of student society activities of any university in the country. There really is something for everyone, and we hope that you find something in and amongst these societies that you enjoy doing. If you can't, you can always start one of your own! We have our own student society "ChemSoc" which organises regular talks and social events, and we also have regular departmental events where you can discover that your lecturers are human beings too. Please get involved with these opportunities and go along to

the events. Imperial is an amazingly exciting place to be part of and we want to make sure your time here is both fun and rewarding.

We hope that you enjoy your studies here at Imperial and look forward to meeting you all.

Best wishes,

A handwritten signature in black ink, appearing to be 'A. G.', written over a horizontal line.

Head of Chemistry Department (HoD)

Welcome from the Director of Undergraduate Studies



May I join our Head of Department in welcoming you to the Department of Chemistry at Imperial College London! This handbook contains a wide range of information and advice concerning our courses, programmes and study opportunities; it's available also online on the Department of Chemistry website. Whether you're at the start of your Imperial journey or already en route in 2019–2020 I'd like to share some words and thoughts on the Chemistry programmes and our vision for your achievement and success at what is one of the most exciting and transformative times in the history of our Department.

The past year has seen the Department's research activities move wholesale to the brand-new, purpose-built Molecular Sciences Research Hub at Imperial's White City campus. While this state-of-the-art, modern laboratory facility is the new home primarily of Imperial Chemistry's research teams – academics, postdocs, PhD students – and research support staff, it will be populated also throughout the year with undergraduate students carrying out research projects as part of their degree studies and as part of the UROP and ERASMUS programmes. Many of you are aware already that scientific investigation is an integral part of our chemistry curriculum, and having superb new facilities in which to carry out research will enhance greatly this aspect of our teaching.

As well as the transformation of Imperial Chemistry's premises and infrastructure, development and renewal of the Chemistry programmes is continuing and gathering pace. The Curriculum Review will deliver new curricula across the College beginning in 2019–2020, and ahead of that parts of the Chemistry programmes already have undergone significant change. Operating across two campuses will bring its own set of new challenges and in 2017–2018 we conducted a significant overhaul of the timetable in years 3 and 4 in anticipation of this change. Further changes were rolled out in 2018–2019 as the timetable was remodelled to accommodate our split-site activities, and a great deal of thought and hard work has been devoted to getting these changes right. As ever your feedback is extremely important to us and will be welcome! In addition to its Chemistry research academics the Department has seven Teaching Fellows, including two brand-new recruits. As well as undergraduate teaching these South Kensington-based colleagues have been tasked with a number of important additional roles, including development of innovative teaching methods, Curriculum Review and involvement in aspects of UG pastoral care.

With all these changes in place and ongoing, some aspects of your Chemistry studies remain constant. It goes without saying that you will reap the rewards of your dedication, effort and hard work, but please always keep in mind that we – the teaching staff – are here to help you every step of the way. We will support you and encourage you and we'll try and inspire you to be the best that you can be. At every stage we'll help you to understand and assimilate new concepts and information as well as consolidating what you've already learned, and in this way you'll build upon your growing knowledge to reach even higher levels of understanding and achievement. Please always feel free to ask us about any aspect of your work – we'll always be able to provide a response and if we can't directly answer your question we'll be able to point you in the right direction. We want you to enjoy studying Chemistry and to achieve everything you're capable of, and in partnership with you we'll work hard to make this happen.

Prof Don Craig

Welcome from Undergraduate Student Representative



Hey guys, welcome back to the Chemistry Department! For those of you joining us this year, we're excited to have you with us!

I am Andy, your Academic Departmental Representative this year. I am in charge of leading student-staff meetings to make sure that your opinions are being heard and acted upon. With the Academic Year Reps (two students per year) and Wellbeing Reps, we form your student representative network. If this is something you'd like to be part of then make sure to run for a position in the Union elections later this term!

Even if you are a returning student, remember that you are living in an amazing city that has everything you can imagine to offer! I'm sure that just like me, you guys can't wait to see everyone in the department again!

After a long period of lockdowns wherever you might have been, most of you are going to be independent and live by yourselves again. From personal experience I know it can seem really daunting, especially after all this time staying at home. If you start to feel overwhelmed by this new routine, look around and remember that everyone else is probably thinking the same thing! Honestly complaining about COVID-19 has really opened up conversations left, right and centre.

I guess this is a great time to remind you about Chemistry. You are about to be taught by experts and world-leading researchers in one of the best chemistry departments in the world! They provide an excellent learning environment in lectures/tutorials/workshops so make sure you give it your all because they are here for you!

As you already know, Chemistry is a very practical science so expect to spend many hours in the lab perfecting those lab skills! If you were worried about making friends then you'll be happy to know that Chemistry is one of the most social courses at Imperial! Who would have thought that if you put a lot of people in a lab and let them struggle together for days that they would come out as friends, right? Works like a charm! From professional collaboration to outright gossiping, labs are great fun (even with social distancing).

Outside of the department, Imperial has a lot to offer. There are so many different societies that you can join (make sure to give them a browse on the Union website or visit their stands during Fresher's Fair) to be part of different communities. Sports, food, art or music- you name it. If you can think of it then it probably exists, and if not you can set up your own society! Definitely give the Union website a browse before you start to give you an idea of the things you can do on those sweet sweet Wednesday afternoons (which are always free for extracurriculars or sleep- whichever you prefer!).

If you have any questions about the course, please please feel free to stop me in the building (I'm not too hard to recognise, just find someone in shorts!) or drop me an email at aem416@ic.ac.uk.


See you guys soon!

Andres (Andy) Martin


Chemistry Academic Department Representative


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Administrator

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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 page 55.

Attendance and absence

You are required to attend all timetabled events, your attendance will be monitored and recorded in Celcat. We may invite you to meet with the Year Tutors or Senior Tutor if you are absent from college. You must inform your Senior Tutor, Prof. Rob Law, if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Senior Tutor on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of five working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

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 visas to the Home Office / UKVI.

Key dates 2020–21

Term dates

Autumn term:	3 October 2020 - 18 December 2020
Spring term:	9 January 2021 - 26 March 2021
Summer term:	24 April 2021 - 25 June 2021

Closure dates

Christmas/New year: (College reopens on 4 January 2021)	24 December 2021 - 1 January 2021
Easter Holiday:	1 April 2021 - 6 April 2021 (College reopens on 7 April 2021)
Early May Bank Holiday:	3 May 2021
Spring Bank Holiday:	31 May 2021
Summer Bank Holiday:	30 August 2021

Key events

Yr4/5 MSci Final Year project talks:	1 June 2021
Yr3 BSc Finalists' poster presentation:	1 June 2021
Great Exhibition Road Festival:	3 - 4 July 2021

2. Programme information

<http://www.imperial.ac.uk/chemistry/undergraduate/course-structure-and-content/>

The Department offers fifteen undergraduate degree programmes. Please see the link above for the individual course summaries (the individual course summaries can also be found in the Blackboard Learn folder, 'Chem Central', for which you are also registered).

MSci degrees are at least four years long and are the standard route to a professional career in Chemistry. Graduates are well prepared for research and development in industry, as well as for careers that require other attributes gained from a rigorous training in Chemistry. BSc programmes last three or four years. Usually BSc students wishing to progress to a research degree study for an MRes before beginning a PhD.

All programmes comprise two years of core Chemistry, followed by a broad range of options in the later years. In addition to the core syllabus, students will take supplementary courses called ancillaries.

Courses are either single Honours (S) or joint Honours (J) types. At entry, single honours courses are either Master in Science (MSci), or Bachelor of Science (BSc). Joint-honours courses are given in conjunction with the Business School or the Centre of Languages, Culture and Communication (CLCC). The 'with Molecular Physics' (F1F3/F1FH) courses are single honours given in conjunction with the Departments of Mathematics and Physics.

Single honours courses are based in Chemistry but may include 8 months at an overseas university during the final academic year or working in industry for the penultimate year. Joint honours courses include periods of study in the Business School (BS) or the Centre of Languages, Culture and Communication (C+ CLCC).

Three-year Courses

F100 Chemistry (BSc)

F1N2* Chemical Sciences and Management (BSc)

** It is not possible to apply for this course directly through UCAS. However, students who start chemistry study at Imperial on any other undergraduate chemistry course will have the option to transfer to this course at the end of their second year.*

Four-year Courses

F103 Chemistry (MSci)

F104 Chemistry with Research Abroad (MSci)

F1NF Chemistry with Management (BSc)

F124 Chemistry with Medicinal Chemistry (MSci)

F1F3 Chemistry with Molecular Physics (MSci)

F1R1 Chemistry with French for Science (MSci)

F1R2 Chemistry with German for Science (MSci)

F1R4 Chemistry with Spanish for Science (MSci)

Five-year Courses

FN11 Chemistry with Management and a Year in Industry (BSc)

F105 Chemistry with a Year in Industry (MSci)

F125 Chemistry with Medicinal Chemistry and a Year in Industry (MSci)

F1FH Chemistry with Molecular Physics and a Year in Industry (MSci)

F101 Chemistry with Research Abroad and a Year in Industry (MSci)

Course Structure

CHEM CENTRAL

This Blackboard module is where the most up-to-date timetables and course information are kept. Alongside year timetables and course overview documents there is a document called the Scheme for the Award of Honours. It details the relative credit attributed to each component in the year, as well as the relative credit of each year in your degree. You will have to refer to the Scheme each year to be able to calculate your final degree classification. The document is known as a “living” document which means that any changes in course structure that occur during the academic year are contained within this document. If we do make changes to the course structure we do this in consultation with you via our Teaching Committee as well as the Staff-Student Committee. We also notify you of the changes via email within 5 working days of them being added to the Scheme for Award of Honours document.

Lectures

As the new Curriculum rolls in from 2019–2020 the traditional distinction between Inorganic, Organic and Physical chemistry is being de-emphasised. In years 1 and 2 all students follow the core chemistry syllabus, with the opportunity to specialise through your choice of elective courses in years 3 and 4. The course overview document on Chem Central along with the course summaries VLE will give you a great deal of information about the structure and content of the chemistry programmes we deliver.

Ancillary

During the first two years of all courses, students must study ancillary subjects. However, depending on the degree course, your ancillary may be prescribed. The relevant course information can be found through the first link on pg. 16. For Y2 ancillary information, see pp. 17–19.

Laboratories

Experimentation is fundamental to scientific endeavour and laboratory courses are where you learn how to *be* a practising scientist. You will develop technical skills, build and learn about instrumentation, synthesise new compounds and make experimental measurements and assess their quality. You will also apply the scientific method in conducting investigations, beginning in term 1 of year 1.

Attendance at laboratory sessions is compulsory and absences are reported to the teaching administration.

Laboratory Books and Records

The purpose of a lab book is to record primary data, such as yield measurements and times, and to record the method used along with any observations and notes. You are required to make notes and to record measurements in a laboratory notebook which is primarily for your own use. This is an excellent habit to develop. Keeping a good lab book is important, as it will allow you to prepare a complete and comprehensible account of your work, be it as a report, presentation, or other format. If a good lab book is kept, it should allow another chemist to fully reproduce your experiment.

Laboratory Assessments

Laboratory work is assessed in a range of ways, including, but not limited to lab reports, which will explain the findings from your experiment and include additional background explanation. The format should be similar to that of published research papers, your lab coordinator will make you aware of the required style for your lab report, *viva voce* examinations, oral or poster presentation.

Written lab assignments are submitted electronically *via* Blackboard by a specified deadline. Adhering to deadlines is important, as is letting the department know if you cannot since penalties are applied to marks for any coursework delivered after the deadline unless mitigation is reported. Our Senior Tutor will explain more about this during Induction.

Ancillary Courses

All Year 1 and 2 Chemistry students, irrespective of their exact degree programme, must take an ancillary subject for credit. The ancillaries offered generally constitute around 50-60 teaching contact hours spread across the Autumn and Spring terms and have associated exams. Further details are normally issued at the first lecture of each ancillary course.

For those students taking specific degree programmes, there may be requirements and restrictions associated with the choice of ancillary subject.

Year One Ancillary Courses

Medicinal Chemistry 1:

This module introduces the principles that underpin medicinal chemistry and the drug discovery and development process. It introduces the properties and performance of drugs, how drugs behave in the body, and the structure, properties and function of important biomolecules and processes in cells. It is made up of a series of lectures and active learning-based workshops given by a team of staff from the Department of Chemistry and the pharmaceutical industry. This module is compulsory for F124 and F125 students and is a prerequisite for the second-year Medicinal Chemistry 2 ancillary module.

- Drug Discovery – an industrial overview - Dr David Fox
(Vulpine Science & Learning)
- Biomolecular Structure and Function - Dr Simon Gerrard
- Introduction to Medicinal Chemistry - David Fox
(Vulpine Science & Learning)
- Principles of Molecular Biology - Dr Rudiger Woscholski

Module Co-ordinator: Dr Simon Gerrard (s.gerrard@imperial.ac.uk)

Maths and Physics 1 (M&P1):

This course is compulsory for students registered on the F1F3 and F1FH degree programmes. However, may be taken by the following programmes as well: F100, F101, F103, F104, F105, F1NF, FN11. Physics A-level is not a prerequisite for taking this course.

The course comprises a series of lectures and tutorials given by staff from the Departments of Mathematics and Physics covering the following topics:

- 1) Mathematics: Linear algebra and vector spaces; statistics, probability distributions and Bayes rule; Ordinary differential equations (ODEs).
- 2) Physics: principles of classical mechanics, 3D and rotational motion, vibrations and waves.

Chemistry course coordinator: Dr João Pedro Malhado (malhado@imperial.ac.uk).

Horizons Programme:

Develop your intellectual curiosity and skill set with the Imperial Horizons programme for undergraduates. A wide range of module options are offered to stimulate your personal, professional and intellectual growth.

1st year (F100, F101, F1N2, F103, F104, F105, F1NF, FN11) - All 1st year Languages modules only. Available modules may be found at the following link: <http://www.imperial.ac.uk/horizons/module-options/1st-year-undergraduates/>

Language Modules:

The appropriate language modules are compulsory for students registered on the F101*, F104*, F1R1, F1R2 and F1R4 degree programmes.

*if you intend to go to a non-English-speaking institution and country.

Currently French, German and Spanish are available. Please see <http://www.imperial.ac.uk/languages/> for more information.

If you choose not to take an Imperial Horizons module as an ancillary, you can still take of the Imperial Horizons options for non-credit or for extra-credit.

Please see <http://www.imperial.ac.uk/horizons/> for more information

Year Two Ancillary Courses

During the second year of all our courses, students must select to study one ancillary subject other than Chemistry. Depending on the degree course being followed a specific ancillary may however be prescribed. The course overviews and timetables are typically issued during the first week. The following options are available:

Medicinal Chemistry 2:

This module builds on the introduction to drug properties, pharmacokinetics, and important biomolecules in Medicinal Chemistry 1. It describes the key considerations in the drug discovery process, and the strategies and tools for developing, designing and optimising drugs. New targeting approaches, including antibody based therapeutics are introduced along with screening techniques, using interdisciplinary knowledge from biochemistry, physical and analytical chemistry. Problem solving throughout the discovery process is considered including for pharmacokinetics and drug metabolism. Screening techniques are introduced, using interdisciplinary knowledge from biochemistry, physical and analytical chemistry.

Module is compulsory for F124 and F125 students and the first-year Medicinal Chemistry 1 ancillary is a prerequisite.

Lecturers: Dr Charlotte Sutherell, Dr Toby Athersuch, Prof. Tony Cass and Dr Francesco Aprile.

Med Chem Course Co-ordinators: Dr Simon Gerrard (s.gerrard@imperial.ac.uk) and Dr Charlotte Sutherell (c.sutherell@imperial.ac.uk)

Maths and Physics 2 (M&P2):

This course is compulsory for F1F3 and F1FH students. The first-year MPC1 ancillary course is a prerequisite. The course comprises a series of lectures and tutorials given by staff from the Department of Mathematics and the Department of Physics covering the following topics:

Mathematics (Autumn Term): Fourier methods; numerical methods for integration and differential equations; vector calculus.

Physics (Spring Term): Electromagnetism.

Chemistry course coordinator: Dr João Pedro Malhado (malhado@imperial.ac.uk)

Undergraduate Ambassadors Scheme (UAS)

<https://uas.ac.uk/>

The UAS provides the framework for science, technology, engineering and maths undergraduates to work with teachers in local schools. The UAS aims to benefit all those participating in the module by:

- providing key transferable skills to undergraduates which will be invaluable after graduation
- providing teaching experience that encourages undergraduates to consider a career in teaching
- supplying role models for pupils
- giving support to teachers
- encouraging a new generation of scientists, engineers and mathematicians.

Course Co-ordinator: Dr Euan Doidge (e.doidge@imperial.ac.uk).

UAS is not yet confirmed for 2021–2022: please direct any enquiries to the Chemistry DUGS, Prof Don Craig

Horizons Programme:

Imperial Horizons modules are available for Chemistry students to take as an ancillary to count towards their degree classification. (F100, F101, F103, F104, F105, F1N2, F1NF, FN11) – Available modules may be found at the following link: <http://www.imperial.ac.uk/horizons/module-options/2nd-year-undergraduates/>

Language Courses:

The appropriate language modules are compulsory for students registered on the F101*, F104*, F1R1, F1R2 and F1R4 degree programmes.

*if you intend to go to a non-English-speaking institution and country.

Currently French, German and Spanish are available. Please see <http://www.imperial.ac.uk/languages/> for more information.

If you choose not to take an Imperial Horizons module as an ancillary, you can still take of the Imperial Horizons options for extra credit.

Please see <http://www.imperial.ac.uk/horizons/> for more information

Business for Professional Engineers & Scientists Programme (BPES):

<https://www.imperial.ac.uk/business-school/programmes/undergraduate-study/bpes-programme/>

The Business for Professional Engineers and Scientists (BPES) programme provides engineering and science students at Imperial College the opportunity to study business and management. Many of the courses on offer have been jointly developed with Departments to enhance specific programmes of study. One of the following BPES options is available to Chemistry students:

- Entrepreneurship Online
- Accounting Online
- Finance & Financial Management
- Business Economics

- Managerial Economics Online
- Corporate Finance Online
- Project Management
- Strategic Management

These courses are NOT available to F1NF and FN11 students.

Year One

Academic Tutorials

You will generally have five tutorials per term for each of the first two terms, in each of Inorganic, Organic and Physical chemistry.

Lectures

As a result of the coronavirus pandemic all lectures will be delivered asynchronously and released to students every two weeks. Synchronous 'facetime' sessions will be scheduled to support the asynchronous lectures as well as Discussion Boards in the Blackboard course folders.

Short summaries of the lecture material covered in each module can be found in the Blackboard module course folder.

Laboratory courses

The laboratories are open for 5-11 hours a week between 10.00 and 17.00. This time is ample to complete the experiments required for each course, and it is expected that you work outside the lab time to analyse your results and prepare assignments and reports. Please remember to bring your lab coat and safety specs with you whenever you come to the lab: **no PPE, no entry.**

Autumn Term

Python for Data Analysis workshops – Dr João Malhado

Measurement Science 1 – Dr Nick Brooks, Dr Alex Ivanov and Prof. Joshua Edel

Chemical Kitchen Lab – Dr Luke Delmas and Dr Jakub Radzikowski

Introduction to Synthesis – Dr Luke Delmas

Identify an Unknown – Dr Adam Davis

Spring Term

Synthesis 1.2 – Dr Laura Patel

Introduction to Molecular Modelling 1 – Dr Kim Jelfs and Dr Giuseppe Mallia

Measurement Science 1 (continued)

Summer Term

Synthesis 1.3 – Dr Euan Doidge and Dr mark Crimmin

Introduction to Programming – Dr João Malhado

Measurement Science 1 (continued)

Hack it! Group Project – Dr Laura Patel

Examinations

These are held in January and April/May. All 20-21 exams will be time-limited remote assessments.

Year Two

Academic Tutorials

You will generally have five tutorials each term in each of Inorganic, Organic and Physical chemistry.

Lectures

As a result of the coronavirus pandemic all lectures will be delivered asynchronously and released to students every two weeks. Synchronous 'facetime' sessions will be scheduled to support the asynchronous lectures as well as Discussion Boards in the Blackboard course folders.

Short summaries of the lecture material covered in each module can be found in the Blackboard module course folder.

Laboratory courses

The laboratories are open for 11 hours a week between 10.00 and 17.00. This time is ample to complete the experiments required for each course, and it is expected that you work outside the lab time to analyse your results and prepare assignments and reports. Please remember to bring your lab coat and safety specs with you whenever you come to the lab: **no PPE, no entry**.

Autumn Term	Synthesis 2 – Prof Alan Armstrong and Dr Laura Patel Measurement Science 2.1 – Prof Joshua Edel, Dr Alex Ivanov
Spring Term	Synthesis 2 (continued) Measurement Science 2.1 (continued) Measurement Science 2.2 – Dr Felice Torrisi, Dr Dominic Lee, Dr Alex Ivanov and Dr Nick Brooks Computational project – Prof. Nic Harrison, Dr Giuseppe Mallia
Summer Term	Computational project (continued) Measurement Science 2.1 (continued)

Examinations

These are held in January and April/May. All 20-21 exams will be time-limited remote assessments.

Year Three

Lectures

As a result of the coronavirus pandemic all lectures will be delivered asynchronously and released to students in two batches. Synchronous 'facetime' sessions will be scheduled to support the asynchronous lectures as well as Discussion Boards in the Blackboard course folders. Lectures and any associated small-group problems sessions take place in alternate weeks, with the other weeks devoted exclusively to laboratory work and/or private study.

All lecture courses are elective, though students following the Medicinal Chemistry or Molecular Physics degree streams have some restriction of choice.

Short summaries of the lecture material covered in each module can be found in the Blackboard module course folder.

Laboratory options

The laboratories are open for 27-34 hours a week between 09.30 and 17.00. This time is ample to complete the experiments, and it is expected that you work outside the lab time to analyse your results and prepare assignments and reports. Please remember to bring your lab coat and safety specs with you whenever you come to the lab: **no PPE, no entry**.

Computational Lab – Dr Giuseppe Malia and Dr João Malhado

Physical Chemistry Lab – Dr Nick Brooks

Synthesis Lab – Dr Phil Miller and Dr Laura Patel

Other year 3 lab options:

Programming for simple simulations

Environmental chemistry lab-in-a-box

Smart Garden hack-in-a-box lab

All students complete a selection of experiments across the Computational, Physical and Synthesis Labs and the other lab options. Students on Chemistry with Medicinal Chemistry (F124, F125) or Chemistry with Molecular Physics (F1F3, F1FH) degree programmes take some programme-specific labs and workshops.

Examinations

These are held in January and April/May. All 20-21 exams will be time-limited remote assessments.

Oral exams are held in May. Details of the scope and purpose of these will be circulated at the start of the Summer Term.

Year Four & Five

Lectures

As a result of the coronavirus pandemic all lectures will be delivered asynchronously and released to students in two batches. Synchronous 'facetime' sessions will be scheduled to support the asynchronous lectures as well as Discussion Boards in the Blackboard course folders.

All lecture courses are elective, though students following the Medicinal Chemistry or Molecular Physics degree streams have some restriction of choice.

Short summaries of the lecture material covered in each module can be found in the Blackboard module course folder.

Examinations

These are held in January; not all final-year modules are assessed by written examination. Further details may be found on Blackboard.

All 20-21 written exams will be time-limited remote assessments

BSc and MSci Projects

Projects run over the autumn and spring terms with research work being carried out in the supervisor's laboratory at White City or South Kensington. All project students submit a written report in early May, which is assessed by two independent markers. Oral exams based on final-year projects are held in late May. Further details of the scope and purpose of these will be circulated at the start of the Summer Term.

A single electronic copy of the project report should be submitted via Blackboard. Further details and deadlines will be disseminated nearer the time. This electronic copy of your report will be scanned for evidence of plagiarism.

Late submission will be penalised

Research projects are presented either by talks (MSci) or posters (BSc). These sessions are assessed, with the mark awarded contributing to the overall project mark. Failure to present a talk or present a poster will result in zero marks being assigned. **All MSci students making presentations are asked to attend the entire Departmental presentation day and participate actively in the scientific sessions so as to support their classmates.**

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.

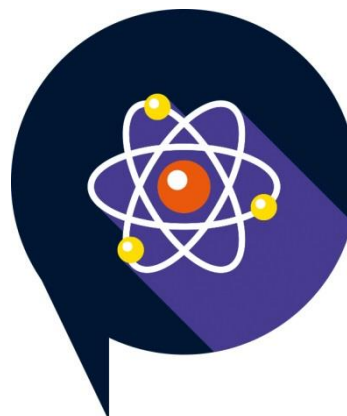
You can download the App from the Apple or Google App Stores.



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 Chemistry students take an I-Explore module in the third year of study.

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

3. Assessment

<http://www.imperial.ac.uk/chemistry/undergraduate/examinations/>

Exam weeks

- 11 – 15 January 2021 – all years
- 26 April – 07 May 2020 – Years 1 and 3 Chemistry exams; Medicinal Chemistry and Maths & Physics for Chemistry ancillaries
- 24 – 28 May 2021 – Year 2

Official examination timetables are sent out to College email accounts and posted on Chem Central.

All 20-21 exams will be run as time-limited remote assessments.

Key Dates for BSc and MSci projects 2020-21

BSc project students/supervisors:

- ❖ Autumn Term BSc project students COHORT 1:
 - Student: Week 7 (Friday 20th November): Submission of 10-page literature review
 - Supervisor: Week 8 (Friday 27th November): Feedback provided to students
 - Student: Week 10 (Friday 11th December): Submission of research report
 - Supervisors/Independent markers: Week 16 (Wednesday 20th January): Reports marked
 - Student: Week 35 (Tuesday 01st June): Year 3 BSc finalists' poster presentation
- ❖ Autumn Term BSc project students COHORT 2:
 - Student: Week 8 (Friday 27th November): Submission of 10-page literature review
 - Supervisor: Week 9 (Friday 04th December): Feedback provided to students
 - Student: Week 11 (Friday 18th December): Submission of research report
 - Supervisors/Independent markers: Week 16 (Wednesday 20th January): Reports marked
 - Student: Week 35 (Tuesday 01st June): Year 3 BSc finalists' poster presentation
- ❖ Spring Term BSc project students COHORT 1:
 - Student: Week 21 (Friday 26th February): Submission of 10-page literature review
 - Supervisor: Week 22 (Friday 5th March): Feedback provided to students
 - Student: Week 24 (Friday 19th March): Submission of research report
 - Supervisors/Independent markers: Week 30 (Wednesday 28th April): Reports marked
 - Student: Week 35 (Tuesday 01st June): Year 3 BSc finalists' poster presentation
- ❖ Spring Term BSc project students COHORT 2:
 - Student: Week 22 (Friday 05th March): Submission of 10-page literature review
 - Supervisor: Week 23 (Friday 12th March): Feedback provided to students
 - Student: Week 25 (Friday 26th March): Submission of research report
 - Supervisors/Independent markers: Week 30 (Wednesday 28th April): Reports marked
 - Student: Week 35 (Tuesday 01st June): Year 3 BSc finalists' poster presentation

- MSci project students/supervisors:
 - Both: Week 11 (Monday 14th – Thursday 17th December): meet to discuss progress of project
 - Student: Week 11 (Friday 18th December): submission of 1 page pro-forma on project progress
 - Student: Week 31 (Tuesday 04th May): Submission of research report
 - Supervisors/Independent markers: Week 33 (Tuesday 18th May): Reports marked
 - Student: Week 35 (Tuesday 01st June): Year 4/5 MSci finalists' project talks

For students and staff there will be on Chem Central an “MSci and BSc project guideline” document.

Please click on the link below where you will find information on College’s Late Submission Policy

[Late Submission Policy](#)

Degree Class

The calculations and formulae are detailed in the Scheme for the Award of Honours. This sets out, for each degree type, the contribution to the year total from each course element (for example how much the Inorganic Chemistry exam contributes to the First year total) and then how much each year contributes to the overall degree total. For the F103 MSci programme, the year weighting is 1:3:4:5. A mark out of 100 is calculated for each year and then the year totals are combined in the ratio shown. The ratios are different for different degrees so you should check the ratio for the degree course for which you are registered. For each student, a mark out of 1000 is calculated. The degree classification depends on the total mark as defined in the table below.

- A score below 400 would be a failed degree.
- 400-499 Third
- 500-599 Lower Second
- 600-699 Upper Second
- 700-1000 First Class

The College also defines borderline regions, which are 25 marks below each boundary. For example if you score between 675 and 699, then you are in the borderline region. If you score between 575 and 599 then you are in a borderline region and so on. Examiners, especially the External Examiners carefully consider all candidates in the borderline region to see if there is a justification for promoting them to the next class of degree. This is where any extenuating circumstances which have been reported to the Senior Tutor can be taken into account. Please note that only the general nature of any problems is revealed to the meeting. The details will only be known to a very small group of staff, who themselves then attend the Examiners' Meeting, in order to maintain confidentiality. All aspects of your academic performance are considered in detail before a decision is made. The External Examiners have access to all year totals and also to all of the final year work (exam answer booklets, literature reports, project reports etc.) so that they can use this to assess whether or not a borderline candidate should be promoted. They may also decide they need to conduct a short oral examination with the candidate before making a decision. They discuss each borderline candidate in detail at the Examiners' meeting. If your mark falls in the borderline region, you will be notified of this and notified that you might be required to attend an oral examination with the External Examiners. Recommendations for degree classes ("Honours") are made to

the Examiners' Meeting, normally at the end of June, for consideration by the Academic Staff and External Examiners. At this meeting degrees are formally agreed. Please note, marks considered at the final Examiners' Board Meetings are required to be anonymous, and students are represented by a unique number instead of by name. Once the marks have been approved by the Board, student names are revealed.

European Credit Transfer System

All Chemistry degree programmes are divided into *course components*, each of which carries a number of ECTS credits (usually shortened to ECTS). Each year of each programme contains (at least) 60 ECTS. Students are required to pass all ECTS elements in a year in the summer examinations to progress into the following year or to graduate. The great majority of students do achieve these targets. Those who don't have an opportunity to re-sit any failed exams in the August immediately after the end of the academic year; in the absence of mitigating circumstances credit for the re-sit exam is capped at the pass mark of 40%.

ECTS Weighting

ECTS credits are not of equal worth. Those taken in the third and fourth years have a much higher weighting than those taken in the first and second years, when summing the marks that contribute to your final degree. The ECTS values and the corresponding weightings of the degree programmes are set out in the Scheme for Award of Honours.

Re-sit Examinations

Students have three opportunities to attempt theory examinations, i.e. under normal circumstances, they may re-sit failed examinations in the August immediately after the end of the academic year with a third and final attempt the following January, May or June as appropriate, but not normally beyond that. An attempt includes failure to attend an examination (Absent), for which the candidate has been entered, without prior warning of withdrawal for good cause. The Chemistry Coursework modules however cannot be retaken and failure to pass mandates permanent withdrawal from the course.

The course module mark for re-sit examinations is restricted by College regulations to the pass mark 40% or at the discretion of the sub-board. If a student re-sits for the first time after illness or other special circumstances, the sub-board may decide that no restriction be applied.

Typically, a student will withdraw from the course for one year in order to take any re-sit examination in January or May or June. Re-sitting 'in attendance', i.e. attending lectures and tutorials, is an alternative option which may be offered at the discretion of the sub-board.

Chem Central

Chem Central is a folder in Blackboard. Within this folder you also find information on some of the following:

- Course Information including the following:
 - Scheme for the Award of Honours
 - Ancillaries
 - Year Abroad
 - Course Summaries
- Disability Advisory Service

- Employability and Professional Skills Programme
- UROP
- Lab Safety
- Examinations including:
 - Past papers and Outline answers
 - Exam timetables
 - Exam FAQs

Year 3 and Year 4 Synoptic Oral exams

Year 3 synoptic oral exams:

In year 3 you will be timetabled to attend three separate 10-15 min oral exams over the course of ca. 3 days. In each exam, two academic staff examiners (both from either the inorganic, organic or physical section) will typically take it in turns to ask you questions based initially on 1st year core chemistry. The topics will start with concepts and ideas you should be familiar with from either lectures or labs in the 1st year but depending on how you cope with these may extend to any core material and perhaps into more advanced territory if deemed appropriate by the examiners. The 'synoptic' element of these vivas is that the questions will range across material from all lecture courses within 'inorganic', 'organic' or 'physical' chemistry, respectively. This format of oral exams gives you some time between oral exams to reflect on your performance in the previous one and hopefully develop your confidence and technique.

Year 4 synoptic oral exams:

In year 4 a single oral exam of up to 45 minutes will be conducted by the two independent markers of your MSci project report. The examiners will have read your report and part of the viva will focus on your project where it is expected you will be able to demonstrate advanced understanding. In addition, the examiners will tease out synoptic themes that transcend classical sectional boundaries to illustrate how inorganic, organic and physical aspects of chemistry are interlinked and interdependent. The scope for questions will include *all* core chemistry (*i.e.* 1st year and 2nd year), irrespective of it having originally been presented in a formally 'inorganic', 'organic' or 'physical' setting. The examiners will test your understanding of concepts and ideas you should be familiar with from either lectures or labs, and depending on how you cope with these may again extend into more advanced territory.

Non-Final Year Awards

- Excellence in Practical Inorganic Chemistry
- Excellence in Practical Organic Chemistry
- Excellence in Practical Physical Chemistry
 - These prizes are awarded to the three UG students (MSci or 4/5 year BSc) who are judged to have performed best overall in these branches of practical chemistry during the 3rd year laboratory courses.
- Samuel Francis Boys Prize for Excellence in Computational Chemistry
 - This prize is sponsored by Gaussian, Inc. and is awarded to the UG student (MSci or 4/5 year BSc) who is judged to have performed best overall in the 3rd year computational chemistry laboratory course.
- Barton Prize for Excellence in Organic Chemistry
 - This prize is awarded to the UG student (MSci or 4/5 year BSc) who has performed best in the January organic exams.
- The Margaret Goodgame UROP prize
 - (≈£1200) this will be awarded to a student showing academic excellence, this could be in the year overall or in exams or labs. It will allow the student to undertake a summer placement at the end of their 2nd or 3rd year.
- Departmental of Chemistry Prize for Excellence in Physical Chemistry
- Departmental of Chemistry Prize for Excellence in Inorganic Chemistry

Final Year Awards

- Governor's Prize (BSc)
 - This prize is awarded to the final year BSc student who has achieved the highest Grade Point Average (GPA) mark over all aspects of the degree and is therefore given to the top ranked BSc student in the year.
- Governor's Prize (MSci)
 - This prize is awarded to the final year MSci student who has achieved the highest Grade Point Average (GPA) mark over all aspects of the degree and is therefore given to the top ranked MSci student in the year.
- Alfred Bader Prize for Excellence in Organic Chemistry
 - This prize is awarded to a final year MSci student who is destined to continue study in the Department of Chemistry, Imperial College as a research student, for excellence in organic chemistry.
- HVA Briscoe Prize for Excellence in Inorganic Chemistry
 - This prize is awarded to a final year UG student (BSc or MSci) who is judged to have performed best in all aspects of Inorganic Chemistry throughout the degree course as judged by consideration of their coursework, exam performance and final year research project work.
- The Joachim Steinke Prize for Organic or Polymer Chemistry
 - This prize is awarded to a final year UG student (BSc or MSci) who is judged to have performed best in all aspects of Organic or Polymer Chemistry throughout the degree course as judged by consideration of their coursework, exam performance and final year research project work.
- Department of Chemistry Prize for Excellence in Physical Chemistry
 - This prize is awarded to a final year UG student (BSc or MSci) who is judged to have performed best in all aspects of Physical Chemistry throughout the degree course as judged by consideration of their coursework, exam performance and final year research project work.

- Evans Medal – Final year Inorganic Research Project
- Department Prize – Final year Organic Research Project
- Department Prize – Final year Physical Research Project
- Department Prizes for Outstanding Overall Performance
 - A variable number of these prizes may be awarded to final year students (BSc and MSci) not receiving any of the above prizes but judged by the examiners to have performed outstandingly over the course of their degree. Typically, these would be only awarded to students with an overall GPA >800/1000.
- J McCombie Prize
 - This prize is awarded to a final year UG student (BSc or MSci) who is judged to have best combined academic achievement with contribution to the Imperial College Union.
- Francis Micklethwaite Prize
 - This prize is awarded to a UG student who shows outstanding performance over the course of the degree and who produces an excellent research project.

Additionally, there are prizes for the best final year research project presentations (MSci) and for the best final year research project posters (BSc).

Please click on the following links for more information on:

College's Academic and Examination regulations:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/>

College policy on exams and religious obligations:

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/>

Mitigating circumstances policy and procedures:


<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/>

Instruction to Candidates for Examinations

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

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

Instructions for exam candidates can be found here:

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

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 (cheating) 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.

4. Board of Examiners

Board of Examiners

- Aprile, Francesco A
- Armstrong, Alan
- Ashley, Andrew E
- Bakulin, Artem
- Barnard, Anna
- Barrett, Anthony G M
- Barter, Laura M C
- Bearpark, Michael J
- Braddock, Chris
- Brandt, Jochen
- Brandt-Talbot, Agi
- Bresme, Fernando
- Britovsek, George J P
- Brooks, Nick
- Bull, James A
- Cass, Tony
- Ces, Oscar
- Chadwick, F. Mark
- Craig, Donald
- Crimmin, Mark R
- Cucinotta, Clotilde
- Davies, Rob P
- Delmas, Luke C
- Di Antonio, Marco
- Di Michele, Lorenzo
- Diez-Gonzalez, Silvia
- Doidge, Euan
- Durrant, James R
- Edel, Joshua B
- Fuchter, Matthew J
- Gasparini, Nicola
- Gerrard, Simon
- Gould, Ian R
- Greenaway, Becky
- Haque, Saif A
- Harrison, Nicholas M
- Heeney, Martin J
- Hii, Mimi
- Ivanov, Aleksandar
- Jelfs, Kim E
- Kafizas, Andreas G
- Kamaly, Nazila
- Klug, David R
- Kornyshev, Alexei A

- Kucernak, Anthony R J
- Kuimova, Marina K
- Law, Robert V
- Lee, Dominic
- Lewis, James E M
- Lickiss, Paul D
- Long, Nicholas J
- Malhado, João Pedro B C
- Mallia, Giuseppe
- Miller, Philip
- Parsons, Philip J
- Patel, Laura C
- Quirke, Nick
- Roessler, Maxie M
- Romain, Charles R E
- Schumann, Benjamin
- Seddon, John M
- Shaffer, Milo S P
- Spivey, Alan
- Sutherell, Charlotte
- Tate, Ed W
- Templer, Richard
- Torrisi, Felice
- Vilar Compte, Ramon
- Walport, Louise J
- Welton, Tom
- Wilton-Ely, James D
- Woscholski, Rudiger
- Yaliraki, Sophia

External Examiners

- ❖ Inorganic chemistry external examiner: Professor Nick Norman, University of Bristol
- ❖ Organic chemistry external examiner: Professor Adam Nelson, University of Leeds
- ❖ Physical chemistry external examiner: Professor Duncan Graham, University of Strathclyde

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 or for a type of assessment called a viva voce (verbal exam).

It 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.

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





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

5. Location and facilities

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

Your main location(s) of study will be:

-  Chemistry, South Kensington campus, SW7 2AZ
-  Molecular Sciences Research Hub, White City campus, W12 0BZ

Facilities

South Kensington:

Computer access and printing is available in 135 and 232a, Chemistry. The Department's undergraduate office is located at 258, Chemistry and open Monday–Friday, 08.00 – 18.00.

White City:

Computer access and printing is available in 109B, MSRH.

As a result of the current pandemic UG administrative staff are working remotely and the computer rooms are being used for tutorials. Student access to the department is strictly prohibited unless it is to attend a scheduled in-person teaching activity.

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

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 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

6. 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:

Research Abroad & Erasmus Co-ordinator

 Dr Luke Delmas

 240, 2nd Floor, Chemistry, South Kensington Campus

 +44 20 7594 5737


 l.delmas14@imperial.ac.uk


UG students in the Year Abroad programme undertake study and research placements (autumn & spring terms) in Overseas Institutions with whom the Department has a bilateral Exchange Agreement. Note that only students going to an EU HEI will be catalogued as Erasmus.

Masters level students will need to meet the course pre-requisites inclusive of any language ancillaries (see Scheme for the Award of Honours) to remained registered in any of the Year Abroad degrees. Dr Luke Delmas is the current Exchange Coordinator and deals with all the academic matters of the programme.

Industrial Placement Co-ordinator

 Professor Milo Shaffer

 M221, RCS1 (to be changed during 2018/19 to 401B, 4th Floor, Building C, White City Campus)

 020 7594 5825

 m.shaffer@imperial.ac.uk

The YinI programme scheme provides UGs with opportunities to be employed by a company for one year, starting sometime between July and September. During the placement, the

students remain registered at the College, are visited at least once by an academic supervisor, and are expected to complete a substantive research report appropriate to degree-level study.

In order to proceed on the Year in Industry program, students need to secure an industrial placement that the Department can approve. The placement should involve technical scientific work broadly relating to chemistry, and requiring a significant intellectual contribution at a degree level. We need details of both proposed research work and the company (including the specific location).

If any of the details or circumstances of the placement changes at any time subsequently during the year, students must inform the Yinl coordinator, their academic supervisor, or DUGS, promptly. Prof Milo Shaffer is the current Industrial Placement Coordinator and deals with all the academic matters of the programme.

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/opportunities/internships/

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

 www.imperial.ac.uk/placements

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

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

7. Working while studying

If you are studying full-time, 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.

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.

8. 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.

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

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/

What measures to expect in the Autumn Term?

Arrangements may change, but on current plans, as a minimum you can expect:

Welcome pack

On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

Good infection control

The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

Hand sanitisers and multi-surface cleaning wipes

Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Social distancing

You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

Face coverings

On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose.

When it's essential to wear a face covering:

- Walking around campus
- Cafes and welfare spaces
- Lecture theatres
- Teaching rooms
- Library (in queues)
- Halls of residence
- Travelling on public transport

When it's not essential to wear a face covering:

- Library (when studying)
- Offices
- Laboratories
- Workshops

For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.

Self-isolation or quarantine arrangements

If it's necessary for you to be in quarantine or self isolation when you arrive and you are in halls of residence, we are making arrangements to support you. We will make it possible for you to arrive in halls two weeks before the start of term, at no extra cost.

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- attend appropriate induction and training.
- report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- not interfere with any equipment provided for Health and Safety.
- inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

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/

Health and Safety Information sources:

- Faculty Safety Site:
<https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/FoNS-Safety-Home.aspx>
- College Safety Department: <http://www.imperial.ac.uk/safety/>

Your Departmental safety contacts are:

- Department Laser Safety Officer - [Artem Bakulin](#) 020 7594 0727
- X-Ray Radiation Protection Supervisor C1/C2 – [Nick Brooks](#) 020 7594 2677
- X-Ray Crystallography Radiation Protection Supervisor - [Andrew White](#) 020 7594 2015
- First Aid Coordinator – [Simon Mann](#) 020 7594 5814 (SK), [Oswald Marongwe](#) (WC) 07566 950 959
- Chemical Safety Officer - [Prof Rob Law](#) 020 7594 5860 (WC)
- Computer Health Assessor - [Sara Jagambrun](#) 020 7594 5814 (SK), [Giuseppe Mallia](#) (WC)
- Electrical Safety Technician - [Stefanos Karapanagiotidis](#) 020 7594 5746
- Chemical Control, Hazardous Waste Disposal Technician - [Diana Nguyen](#) 020 7594 5746
- Faculty Safety Team: [Contact the Faculty of Natural Sciences Safety Team](#)

You are required to complete inductions and attend training sessions to safely complete this course. You can view the courses delivered required by navigating to 'Undergraduates' via this link:

<https://imperiallondon.sharepoint.com/sites/fons/faculty/safety/SitePages/New%20Staff%20and%20Students.aspx>

These courses are all available online.

- FoNS COVID-19 Campus Guide and College Code of Conduct
- Introduction to Safety at Imperial (Chemistry UG)
- Safe Lab Practice

The Department also has specific training for lab practical's and other safety related matters that you will be informed of and asked to complete.

Reporting incidents

To report concerns or to ask for advice you should contact your programme director, personal tutor, academic supervisor or safety officer in the first instance.

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.

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

1. Department Health and Safety Statement



The Department of Chemistry is committed to being a fulfilling, productive, happy and safe place to research, teach and study Chemistry. This includes ensuring the health and safety of staff, students, visitors, contractors and members of the public who are, or may be, affected by Department activities.

As we have now moved into a new building, are operating across two campuses and further embracing opportunities for co-location with our external partners, we must be more vigilant than ever.

The ability to work safely is the most important technical skill for any chemist. Risk assessment of health, safety and environmental hazards, and the identification of the relevant control measures, is a vital part of all good research and teaching. All members of the Dept. must identify hazards, assess the risks from them and where these are significant, identify the control measures already in place, and any further ones that may be required to reduce these. The process must be systematic, recorded and reviewed.

As the Head of Dept. I expect all those working, studying and visiting the Dept. to ensure the health and safety of themselves and others and fulfil their responsibilities as described in the Imperial College Safety Management Policy to ensure a healthy and safe working environment.

Professor Oscar Ces 2019.

Departmental Health and Safety Arrangements

The Department receives competent advice from the Faculty Safety Team and Dept. appointed personnel. Other arrangements are described below:

- A Health and Safety Committee chaired by the Head of Department, which meets once a term. The committee has its own terms of reference.
- Arrangements to ensure information on health and safety is communicated to all staff and students.
- Arrangements for regular inspections.
- All staff receive appropriate guidance and HS training.
- HS is a standing agenda item at Department meetings.
- The College Safety Dept. and Fire Office will be consulted on renovation or refurbishment work done in the Department.
- Supervisors must ensure that their staff and students are trained to carry out their work safely and effectively.
- Maintenance, testing, repairs and replacements of equipment must be planned and accounted for.

9. 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


Assessment	Feedback	Released to students
Examination	You can ask tutors for feedback once the grades have been released to students on Blackboard	Grades are released on Blackboard after the exam board have met and approved the marks.
BSc and MSci projects	Feedback from project supervisor and independent assessors	Supervisor feedback is released on Blackboard to you after all the reports have been marked. This is approx. 6-8 weeks after the report has been submitted. Independent assessor feedback is released on Blackboard after the degree results have been released.
Oral exams	Feedback from viva assessors	Feedback is released on Blackboard approx. 2 weeks after the vivas have taken place.
Literature Review and Proposal	Feedback from project supervisor	Released on Blackboard/via email approx. 1-2 weeks after submission

Please note that your examination scripts once completed are 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/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 in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:


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

If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below 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 to deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable you to complete your studies within the same College year (rather than over the summer holiday or in the next year).

We have a summary of the mitigating circumstances procedure which can be found in ChemCentral in the Senior Tutor folder and is copied below.

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

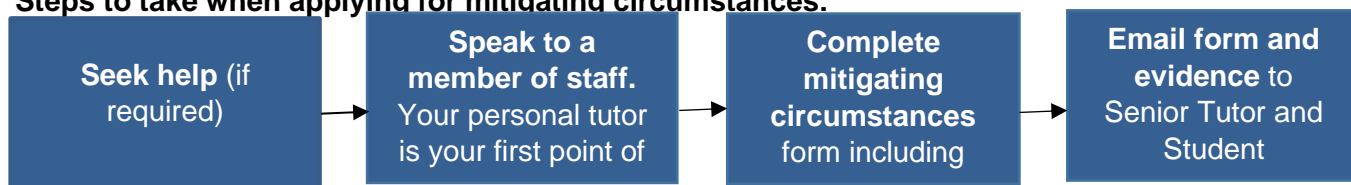
 www.imperial.ac.uk/disability-advisory-service/support/exams/

Summary of Mitigating Circumstances Procedure

Imperial College London's full policy and procedure including all relevant forms can be found at: <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

You should follow the mitigating circumstances policy and procedure if you believe your circumstances are having an impact on your academic performance. If you are unsure if you should submit a mitigating circumstances form please speak to your Personal Tutor in the first instance or your Year Tutor at the earliest opportunity. You can request to speak to any member of staff and we can help you find someone you will be more comfortable speaking to.

Steps to take when applying for mitigating circumstances:



1. Seek Help:

If you are applying for mitigating circumstances on medical grounds, go to a doctor (GMC registered) to receive treatment and a medical note.

The College Health Centre can certify illness only for absence from College lasting more than one week or absence from an examination. They cannot certify an illness if the student has not been seen at the Health Centre during the illness.

Go to a counsellor (NHS registered), this includes the college counsellors (4th floor Sherfield, counselling@imperial.ac.uk). Get treatment and a medical note. The College Student Counselling Service can only provide a letter on request by a student who is already attending counselling.

2. Speak to a member of staff:

You should speak to your personal tutor about any illnesses or difficulties that are affecting your studies. You may be referred to your Year Tutor or the Senior Tutor to discuss your issue and the options available to you. You do not require a medical note or to have sought help to speak to a member of staff regarding issues affecting your academic performance.

Please note: you are welcome to speak to any member of staff or ask for assistance in identifying another member of staff to whom you would be more comfortable talking.

If you suffer from a chronic illness we strongly advise you to contact the departments Disability Liaison Officer, Prof. Mike Bearpark.

The College Disability Advisory Service can only help students to obtain appropriate evidence of disability prior to examinations taking place and are not able to certify for absences due to disability.

3. *Complete the mitigating circumstances form:*

<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

Exams and major pieces of coursework or minor pieces of coursework forms are available, if you are unsure which one to complete speak to a member of staff for guidance. Complete the relevant mitigating circumstances form, read the form carefully ensuring you include all relevant information and include any evidence you have when submitting the form.

4. *Email the form to the Senior Tutor and Student Experience Officer:*

The form with evidence must be submitted **within 5 working days** of the examination or coursework. When emailing the Senior Tutor and Student Experience Officer it is essential that you include "Mitigating Circumstances" in the subject of your email. Mitigation must be applied for each and every exam for each separate year, it will never be continuous.

If you will require adjustments for your studies please speak to prof. Mike Bearpark the Disabilities Liaison Officer.

5. *Mitigation Advisory Panel:*

Considers the application and makes recommendations to the Board of Examiners. The panel only meets **three times a year** therefore there will be a delay in a decision following the submission of a mitigating circumstances form with evidence.

On exceptional occasions, Mitigation Advisory Panels may receive late submissions. In such cases, students should refer to the academic governance website and follow the guidelines for submitting a late request: <http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/>.

6. *Outcome:*

The outcome from the Mitigation Advisory Panel will be communicated directly to the Board of Examiners. The outcome will be communicated to you with your confirmed results following the Board of Examiners.

The exam marks will never be adjusted, instead if you are successful in claiming mitigating circumstances you will be able to retake the exam during the next exam period. Your retake will not be capped if the exam / coursework affected was not capped. You are able to decline a resit and keep the mark attained. You may choose to resit the assessment, your original mark will be deleted and the resit mark attained recorded even if this is lower than your original mark.

Medical Grounds:

This list is not exhaustive but if an injury or illness is affecting your studies such as; you miss an exam due to illness, an accident, you are experiencing stress, anxiety, depression, eating disorder, unshared perceptions, and suicide. You must speak to a member of staff, a medical note from a registered health professional in the UK is required as evidence.

Personal Circumstances

If your studies are being affected by personal circumstances for example; an accident or death of a family member, victim to a crime, severe family or personal difficulties, you or an immediate family member are involved in legal proceedings requiring attendance e.g. jury service, witness, defendant. Speak to a member of staff at the earliest opportunity, evidence

will depend on the circumstances but can include a crime reference number, death certificate or any relevant letters and documentation.

Confidentiality

Information shared as part of a mitigating circumstances application is considered confidential and will only be shared with those involved in the process including the Board of Examiners unless specific information is requested to be withheld.

Appeals

If you are not satisfied with the outcome of your mitigating circumstances request please get advice from the Union (<https://www.imperialcollegeunion.org/advice/academic-issues>) and submit an appeal using the form and email address found here: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>


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.

Please contact the Examinations Officer in the first instance for an arithmetic check.

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/students/enterprising-students/intellectual-property/


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.



<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/ICL---Privacy--Notice-for-Students-and-prospective-students.pdf>

10. Wellbeing, support and advice

In your department

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

Your Personal Tutor

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

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

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: Professor Mike Bearpark


Email: m.bearpark@imperial.ac.uk

Telephone: +44 20 7594 5727

More information on Departmental Disability Officers is available at:

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

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

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

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

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/


11. Student Records and Data

The Student Records and Data 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 Records and Data 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 and examinations

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 8037

 certificates@imperial.ac.uk

12. Work-life balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

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.

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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

13. Student feedback and representation

Feedback from students

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

The Chemistry department collects feedback from students in a variety of ways including post-it notes at the end of Year Group Meetings, surveys including SOLE and student representatives. As a result of this feedback some of the improvements include changing the exam timings, introducing a regular therapy dog visits and timetabled personal tutorials and revision clubs.

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

You can contact your representatives by email for academic feedback please contact your department representative at chemistry.edrep@imperial.ac.uk and your Wellbeing Representatives at chemistry-wellbeing-reps-@imperial.ac.uk.

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

The Chemistry department hold regular Student Experience Committee meetings and Year Group meetings. These will discuss the feedback that has been collected by reps and staff so we can respond in good time to your feedback.

14. 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/lecturer survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

The UG SOLE module/lecturer 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 and the lecturers who taught them. 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

15. 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 Chemistry degree, you may choose to pursue a postgraduate course at Imperial. Previous graduates have gone on to undertake research work in the Department.

Director of Postgraduate Studies: Dr James Wilton-Ely

Postgraduate Administrator: Doris Pappoe

- MRes in Advanced Molecular Synthesis
- MRes in Bioimaging Sciences
- MRes in Biological and Physical Chemistry
- MRes in Catalysis: Chemistry & Engineering
- MRes in Chemical Biology & Bio-Entrepreneurship
- MRes in Drug Discovery and Development
- MRes in Green Chemistry: Energy and the Environment
- MRes in Nanomaterials

The departmental non-specific MRes courses listed below are associated with the Department of Chemistry:

- MRes in Plastic Electronics and PhD
- Theory and Simulation of Materials CDT
- MRes in Molecular Science and Engineering

MRes Director of Studies: Dr Rudiger Woscholski

Research Student Manager: Dr Mike Ray

MRes Administrator: Dr Dipa Gurung