



**Imperial College  
London**

**Faculty of Natural Sciences  
Department of Mathematics**

**MSc in Machine Learning and Data Science**

**Student Handbook**

**2023-24**

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## Welcome to the College

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

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

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

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

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

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

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



## Our Principles

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

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

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

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

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

### **Imperial students should:**

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

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

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



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

## Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

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

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

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

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

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

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

## The Graduate School

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


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


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

### 'Masterclass' professional skills courses

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

### Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

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

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



## 1. Introduction to the Department

### Welcome from Head of Department



Dear MSc Student,

Welcome to Imperial and welcome to the Department of Mathematics!

We are a diverse and world-leading research centre and a fantastic place to study – and I am delighted that you are joining us. You will be taught by outstanding academics, that themselves produce exciting new research in their fields.

I encourage you to take full advantage of the extensive resources and vibrant community that our department, Imperial and London have to offer.

Best wishes,  
Professor Axel Gandy

### Welcome from Programme Director



Welcome to the MSc in Machine Learning and Data Science at Imperial!

I am really excited about this academic year which brings a new way for the department of Mathematics to deliver MSc-level education. We have carefully designed and developed the course to make sure that you will benefit from Imperial's world leading teaching.

Over the next two academic years you will be exposed to different areas of machine learning and data science, including programming, ethics, theory, and methods that will allow you to develop your own specialist interests. You will enhance a set of transferrable skills, including computation, presentation, writing, teamwork and time management that will provide you with the necessary skillset for a successful career.

The MSc course is run by the Statistics Section of the Department of Mathematics, one of the leading statistics groups in the UK. The Statistics Section has an international reputation for conducting methodological and applied statistical research at the highest level. Particular areas of current activity include statistical theory, Bayesian methods and computation, machine learning, time series and signal processing, statistical genetics and biostatistics, finance, cyber-security with many interactions and overlaps between these areas of research.

I strongly encourage you to engage as much as possible with the academics of the Section either through your lectures, personal tutor and project supervisor meetings as well as online seminars and online social events. You can find a list of academic staff in the Statistics Section at:



<https://www.imperial.ac.uk/statistics/people/>.

I hope you will enjoy your MSc study and have a fantastic two years!

Professor Nick Heard

## Welcome from Director of Postgraduate Studies



Dear MSc Students,

I'd like to offer you a very warm welcome to the Department of Mathematics. The Department's academic staff and administrative support team hope to make your time at Imperial as rewarding and positive as possible. This handbook contains a wealth of useful information about your MSc programme — please read on and keep a copy at hand throughout your studies.

Each of our five taught MSc courses (Applied Mathematics, Mathematical Finance, Pure Mathematics, Statistics and Machine Learning & Data Science) are truly world-class programmes. I hope that you will find both your modules and your research project to be enriching and productive experiences.

I also encourage you to engage fully with your MSc course. Many students find discussing mathematics with other students to be an essential element of learning. Your course lecturers will be very happy to discuss course material during office hours. Outside of your MSc, you will find some of the Departmental seminars and colloquia, at which you are welcome, to be enriching.


I wish you a productive and enriching year.

Dr Ryan Barnett

## Academic and Administrative Staff






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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:

## Attendance and absence

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

## Key dates 2023–24

### Term dates

|              |                                      |
|--------------|--------------------------------------|
| Autumn term: | 30 September 2023 – 15 December 2023 |
| Spring term: | 6 January 2024 – 22 March 2024       |
| Summer term: | 27 April 2024 – 28 June 2024         |

### Closure dates

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

### Key events

|                                 |                             |
|---------------------------------|-----------------------------|
| Great Exhibition Road Festival: | 15 June 2024 – 16 June 2024 |
|---------------------------------|-----------------------------|

## 2. Programme Information

In this programme, you will develop an in-depth understanding of machine learning models, alongside invaluable practical skills and guided experience in applying them to real-world problems. The curriculum is designed to propel your engineering or data science career forward, allowing you to choose the path that's right for you, be that a role as a data scientist,

a machine learning engineer, or a computational statistician. With hands-on projects, you will build a portfolio to highlight your new skills in probabilistic modelling, deep learning, unstructured data processing and anomaly detection. You will build a solid foundation in mathematics and statistics, giving you confidence in your analytical skills, but also acquire expertise in implementing scalable machine learning solutions using industry-standard tools such as PySpark, ensuring that no data source is too big or too complex for you to handle. You will also broaden your perspectives through a novel, extensive study of the ethical topics posed by machine learning. You will graduate with an ability to go beyond the algorithms and turn data into actionable insights, contribute to strategic decision making in your organisation and become a responsible member of this rapidly growing profession.

The Machine Learning and Data Science MSc will train you in the computational, mathematical, and statistical foundations of machine learning, preparing you for the most advanced engineering roles in areas such as AI, data science and machine learning.

You will have the opportunity to work with industry-standard machine learning and statistics tools and, moreover, to develop a deep understanding of the appropriate use of such tools. You will have the opportunity to directly engage with departmental faculty at Imperial. The curriculum also covers the ethics and limitations of machine learning to equip you with the skills to ethically apply these techniques to their future work.

The College's flexible approach to learning afforded by an online degree allows us to meet the demands of our growing student base, allowing students for whom study in London or full-time study is not feasible. This will enable a broader base of the best students to access and participate in an Imperial education.

By the end of this programme, you will be able to:

1. Distinguish between machine learning modalities: supervised and unsupervised learning;
2. Identify appropriate machine learning methods and paradigms of inference for data analysis, showing awareness of their relative strengths and weaknesses;
3. Perform suitable pre-processing steps to prepare raw data for analysis;
4. Produce informative graphics and summaries to explore unfamiliar data;
5. Anticipate ethical and socially adverse consequences of machine learning methods;
6. Assess performance of machine-learning methods using metrics and diagnostic plots;
7. Identify the limitations (computational and statistical) of machine learning methods and be aware of the dangers of working with observational data;
8. Interpret the output of machine learning algorithms in the original data science context;
9. Design end-to-end pipelines for data science, taking raw data as input and producing predictions and inferences as outputs;
10. Appreciate and critically appraise existing data analysis frameworks and tools;
11. Select computing architectures appropriate to a problem's scale;
12. Summarize and communicate the output of models effectively in plain language;

13. Work independently with unfamiliar datasets of diverse types and demonstrate the ability to research novel problems and areas;
14. Automate optimal decision in the face of uncertainty.

### **Learning and Teaching Delivery Methods**

The MLDS programme will be delivered as a fully online degree. Teaching and learning on the programme will be delivered by the departmental faculty through a range of methods including recorded lectures, online tests, scheduled live tutorials, and coding exercises. You will also learn as a cohort through discussion boards (which can be used as assessment through graded discussion prompts) and peer assessed exercises. Appropriate “scaffolding” will be given so that students are able to work effectively. This scaffolding could include core reading or developing critical thinking skills and other transferrable skills.

These features, ranging from live classroom sessions to global team projects, allow each student to participate in a seamless, flexible, and engaging learning experience and ensure the highest quality online learning environment. The platform functionality allows for degree learners to have a seamless, innovative, and differentiated learning experience through:

- 1) rigorous assessments and targeted academic feedback at scale;
- 2) collaborations with other learners through applied projects across regions;
- 3) participation in a vibrant and supportive social learning community through extensive high engagement features.

### **Overall Workload**

Your overall workload consists of lectures sessions and independent learning. The following gives an indication of how much time you will need to allocate to different activities at each level of the programme. At Imperial, each ECTS credit taken equates to an expected total study time of roughly 25 hours. Therefore, the expected total study time is around 2,190 hours for the programme, (approximately 1065 hours for year 1 and 1125 hours for year 2). Within Year 1 you will spend an average of 22% on lectures and tutorials (approximately 235 hours) and roughly 830 hours on independent study. For year 2 you will spend 15% on lectures and tutorials (165 hours) and around 960 hours on independent study.

### **Assessment Methods**

The format of assessments will vary according to the aims, content and learning outcomes of each specialisation. There will be short assessments for each module, some of which will be summative, followed by a final substantive summative assessment. Backwards Design is being used throughout, moving from Outcomes, to Assessments, to all video, readings and practice material, so that all course content is working towards the overall achievement of the specialisation and programme-level Learning Outcomes.

Assessment is specialisation specific, and the varied combination will allow a full evaluation of the students’ learning and achievements. These assessments will be both summative and formative such that the feedback given to students allows them to improve through the duration of the programme. The balance of summative assessment has been carefully designed and considered with the use of a variety of assessment methods such as online quizzes and MCQ’s.

The final research project provides training in research focused machine learning and data science. These projects will be motivated by topical research interests, both theoretical and applied. Additionally, there will be the opportunity for industry-motivated projects. The research project provides the space for the learner to synthesize all the learnings from the programme into a single, coherent and novel activity. To support online delivery, and provide scalability, the research project is scaffolded in relation to the typical stages of a research study: literature review, underpinning learning or exploratory data analysis, study design and

project proposal, and final deliverable. Each stage is supported by a summative assessment, providing the opportunity for both feedback and direction on following stages.

The final assessment involves both a written report and oral examination. In both cases, consideration will be given to both communication with a technical audience, and a lay audience. This approach to the research component of the MLDS is designed to be scalable and will not require a single supervisor dedicated to one or two students. At the end of this specialisation, students will have a comprehensive research project that will equip them with the skills, knowledge and expertise to pursue research in whatever field of Machine Learning and Data Science they choose to engage in. All modules are assessed primarily by coursework. This will consist of summative assessment with most including a capstone project

### Academic Feedback Policy

The MLDS Assessment Schedule will set out the agreed submission deadlines, marking periods and feedback return dates for each academic year in advance. The individual deadlines captured in the Assessment Schedule will be discussed and confirmed by the teaching team ahead of delivery. MLDS will provide marks/feedback on assessment to align with college policy. This is a maximum period and much of the feedback will be provided sooner than this. For quizzes and MCQs, more immediate provisional marks are likely to be available once marks are checked by the team and depending on the nature of the assessment. With each returned coursework assignment, an individual evaluation will be provided. This will ensure that formative assessment is being implemented optimally with the students' learning experience being driven through the feedback received. General feedback to the cohort is provided on examination performance. Students will be provided with a percentage grade for coursework and examinations with the final numerical mark only confirmed after the Board of Examiners Meeting and will be released by Registry. Grades received during the year are deemed provisional until confirmed by the Final Board of Examiners. The College's Policy on Academic Feedback and guidance on issuing provisional marks to students is available at: [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

### Year 1

| Module Title  | Core/<br>Elective | Term | Credits |
|---|-------------------|------|---------|
| Ethics in Data Science and Artificial Intelligence (Part 1-3)<br>P1 | Core              | 1    | 2.5     |
| Programming for Data Science  | Core              | 1    | 5       |
| Applicable Maths  | Core              | 1    | 5       |
| Exploratory Data Analytics and Visualisation                        | Compulsory        | 2    | 5       |

| Module Title  | Core/<br>Elective | Term | Credits |
|---|-------------------|------|---------|
| Supervised Learning   | Compulsory        | 2    | 7.5     |
| Ethics in Data Science and Artificial Intelligence (Part 1-3) P2                                  | Core              | 3    | 2.5     |
| Unstructured Data Analysis  | Compulsory        | 3    | 7.5     |
| Bayesian Methods and Computation  | Compulsory        | 3    | 7.5     |
| <i>Note: Ethics in Data Science and Artificial Intelligence (Part 1-3) is one 7.5 ECTS module</i> | Total             |      | 42.5    |

## Year 2

| Module Title  | Core/<br>Elective | Term | Credits |
|---|-------------------|------|---------|
| Learning Agents   | Compulsory        | 4    | 5       |
| Unsupervised Learning   | Compulsory        | 4    | 7.5     |
| Ethics in Data Science and Artificial Intelligence (Part 1-3) P3                                  | Core              | 5    | 2.5     |
| Deep Learning   | Compulsory        | 5    | 7.5     |
| Big Data: Statistical scalability with PySpark  | Compulsory        | 5    | 5       |
| Research Project  | Compulsory        | 6    | 20      |
| <i>Note: Ethics in Data Science and Artificial Intelligence (Part 1-3) is one 7.5 ECTS module</i> | Total             |      | 47.5    |

## Award and Classification for Postgraduate Students

Award of a Postgraduate Degree (including MRes) To qualify for the award of a postgraduate degree a student must have:

1. accumulated credit to the value of no fewer than 90 credits at level 7 or above of which no more than 15 credits may be from credit level 6;
2. no more than 15 credits as a Compensated Pass;
3. met any specific requirements for an award as outlined in the approved programme specification for that award.

## Classification of Postgraduate Taught Awards

The College sets the class of Degree that may be awarded as follows:

1. Distinction: The student has achieved an overall weighted average of 70.00% or above across the programme.
2. Merit: The student has achieved an overall weighted average of above 60.00% but less than 70.00%.
3. Pass: The student has achieved an overall weighted average of 50.00% but less than 60.00%.
  - a. For a Masters, students must normally achieve a distinction (70.00%) mark in the dissertation or designated final major project (as designated in the programme specification) in order to be awarded a distinction.
  - b. For a Masters, students must normally achieve a minimum of a merit (60.00%) mark in the dissertation or designated final major project (as designated in the programme specification) in order to be awarded a merit
  - c. Modules taken at level 6 as part of the programme specification for a named postgraduate award will contribute to the determination of pass, merit or distinction for any taught postgraduate award and are included in the calculation of the overall weighted average.

### Imperial Mobile app

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

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

### Welcome to Imperial app

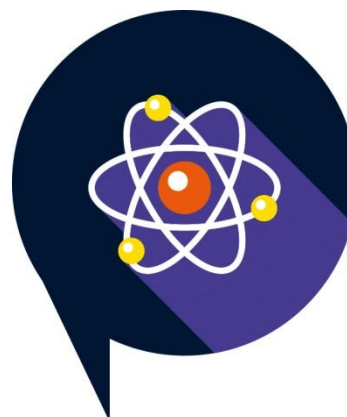
The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event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

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

### Imperial Success Guide

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

 [www.imperial.ac.uk/success-guide](http://www.imperial.ac.uk/success-guide)







### 3. Assessment

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

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

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

General The MSc in Machine Learning and Data Science programme specification can be found on the course website, along with the competency standards for all taught mathematics masters programmes <https://www.imperial.ac.uk/mathematics/postgraduate/msc/>

The entire MSc course will be worth 90 ECTS. It consists of two elements. The first element consists of the taught modules and is worth 70 ECTS. The second, the project, is assigned 20 ECTS. The MSc modules will be assessed through a combination of coursework.

Imperial College has the “College Scale” on which all marks across the college are standardised and student’s final marks are awarded, i.e. the marks on the student’s final transcript will be College Scale marks.

The College Scale boundaries are as follows:

|                       |          |
|-----------------------|----------|
| Pass with Distinction | [70,100] |
| Pass with Merit       | [60,70]  |
| Pass                  | [50,60]  |
| Fail                  | [0,50]   |

We feel that the college scale is too restrictive in its discriminatory power between degree classifications and therefore use a mapping that will be used to convert the student’s raw marks to College Scale marks. Assessments are set by the module lecturers with this mapping in mind.

For an individual module, raw marks for all coursework and exam elements are appropriately weighted and combined to give a raw mark out of 100 for the module. A piecewise linear mapping is then applied on this raw mark with the following default fixed points:

| Raw Mark | College Scale |
|----------|---------------|
| 100      | 100           |
| 80       | 70            |
| 60       | 60            |
| 40       | 50            |
| 30       | 40            |
| 0        | 0             |

Lecturers still have the academic freedom and judgement to adjust the raw mark mapping points as they see fit. As such, this is not fixed but acts as a guide so students can gauge approximately what is required on their assessment to get a particular College Scale mark.

## **Project**

The second course element, the project, will be examined as follows. Students have to submit a thesis, a substantial written report of original work normally not exceeding 12000 words. The thesis must be submitted by the deadline specified. The thesis is worth 60% of the project mark. An integral part of the project will be an oral examination, consisting of a 20-minute presentation and 5–10-minute questioning on the project. This oral examination will be worth 10% of the total project mark.

## **Degree Classifications**

MSc degrees are awarded only once each year, following the Examiners' Meeting which is normally held by the end of September. In line with usual practice, the MSc in MLDS has an external examiner, meaning an examiner external to the university whose main role it is to uphold standards and to ensure that the assessment process is fair and rigorous. More details of the role of the external examiner are available from the website of the registry.

The external examiner of the MSc is Professor David Leslie from Lancaster University.

## **Pass**

A student must:

- The student has achieved an overall weighted average of 50.00% but less than 60.00%.
- A student may be compensated in modules up to the value of 15 ECTS with a qualifying mark of at least 40%;
- Achieve a mark of at least 50% in the 'Research Project';

## **Merit**

A student must:

- Achieve an aggregate mark of at least 60% for the programme.
- The student must normally achieve a distinction (60.00%) mark in the MLDS research project.

## **Distinction**

A student must:

- Achieve an aggregate mark of at least 70% for the programme.
- The student must normally achieve a distinction (70.00%) mark in the MLDS research project.

## **Release of Results**

The exam board, which will take place after the course has finished, will have final authority to decide your results. This board will, among other things, consider borderline cases and take mitigating circumstances into account. You will receive your final results from registry (in October/November after your course has finished).


During the year, you will receive indications of your performance in the various courses you have taken - **these are provisional and subject to confirmation by the exam board.**

## **Instruction to Candidates for Examinations**

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

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


Instructions for exam candidates can be found here:

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

## Academic Integrity and Academic Misconduct

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

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

 [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/)

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

### Plagiarism

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

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

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

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

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

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

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast

database of electronic sources. Your programme team will explain how it is used in your programme

 [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/)

## Collusion

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

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

## Exam offences


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

## Dishonest practice

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

## 4. Board of Examiners

### Board of Examiners

 Lecturers from the [Statistics Section](#)

### External Examiners

 Professor David Leslie, Lancaster University

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution who acts as a critical friend to your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining 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. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.

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/](http://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.

**Although this is a 100% online programme, our main location of work will be:**

 South Kensington Campus

Huxley Building, 180 Queens Gate, SW7 2AZ London, and Roderic Hill building RoDH3M.02

### Facilities

MSc Computer/Common Room – 215 Huxley (level 2)

Maths Learning Centre – 416 Huxley (level 4) (contains 64 computers, two study desks fitted out with audio-visual facilities for project presentations, two printers and a range of additional study areas)

MSc Silent Study Room – 413 Huxley (level 4). Given the current situation the room will not be used until safety guidance changes.

The MSc Coordinator's office is located at Roderic Hill Building.

Lockers - There is a (limited) number of lockers on Level 1 of the Huxley building. For availability contact Martin Cooper [martin.cooper@imperial.ac.uk](mailto:martin.cooper@imperial.ac.uk)

Please note that the building has maximum safe occupancy limits to assist with social distancing and some of these facilities may not be accessible during the autumn term.

### Library Services

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

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

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

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

### Maps

Campus maps and travel directions are available at:

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

## Accessibility

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

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

## Smoke-Free Policy

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

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

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



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

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

## Changes due to Coronavirus (COVID-19)

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

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

## 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 placement or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

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



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

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



[www.imperial.ac.uk/careers/jobs-and-experience/work-experience/](http://www.imperial.ac.uk/careers/jobs-and-experience/work-experience/)

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



[www.imperial.ac.uk/placements](http://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](http://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 with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

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

## 8. Health and Safety

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

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

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


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

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

### Your Departmental safety contact is:

 Martin Cooper

 131 Huxley, level 1

 0207 594 8544, +44 7928 503 279

 [martin.cooper@imperial.ac.uk](mailto:martin.cooper@imperial.ac.uk)

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

### **mandatory plagiarism awareness online course**

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

### **The College Safety Department**

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

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

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

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

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety

Department can support such investigations. All accidents and incidents should be reported online at:

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

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

### **Occupational Health Requirements**

The College Occupational Health Service provides services to:

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

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

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

## 9. College Policies and Procedures

### Student Academic Regulations


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

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

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

### Academic Feedback Policy

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

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

Students will obtain feedback via:

- Marked coursework
- Meetings with research project supervisors
- Meetings with personal tutor
- Meetings with Programme Director

Feedback from students via:


- Departmental Postgraduate Staff-Student Committee (meets three times a year)
- Individual Course Survey
- Research project supervisors meeting their students
- Personal tutors meeting their students
- Meetings between programme director and students, particularly their elected representative
- The Postgraduate Tutor being approached by students

It is very important that you provide us with your feedback (I am sure you are aware of the bias that can be caused by missing data):

- If something is great, we definitively want to know.
- If something does not work well - we can only fix it if we know about it.


An annual course review will take place taking into account the student feedback.

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

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


### Provisional Marks Guidance

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

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

## Late Submission Policy

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

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

## Mitigating Circumstances

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

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

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

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


Please check the on-boarding course on Blackboard for specific instructions for making a claim for mitigation or for requesting an extension.

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

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


## Academic Misconduct Policy and Procedures


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

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

## Unsatisfactory Engagement

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

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

 [www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/)

## Mutual Expectations


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

The Mutual Expectations document is available here:

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

## Academic Appeals Procedure

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

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

## Arithmetic Marks Check


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

## Student Complaints

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


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

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

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

## Student Disciplinary Procedure

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

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

## Intellectual Property Rights Policy

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

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

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

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

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

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

## General Data Protection Regulation (GDPR)

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

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



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



## 10. Wellbeing, Support and Advice

### In your department

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

#### Your Personal Tutor

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

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

#### Department of Mathematics Senior Postgraduate Tutor

Dr Gunnar Pruessner  
6M32 Huxley Building  
020 7594 8534  
[g.pruessner@imperial.ac.uk](mailto:g.pruessner@imperial.ac.uk)


#### 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.

More information on Departmental Disability Officers is available at:


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

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

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

### Postgraduate Coaching

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

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

### Attributes and Aspiration Short Course

Attributes and Aspirations (AA) is an online short course that supports you to develop career planning and transferable skills. AA is flexible, has no assessments and can be accessed whenever you need it allowing you to proactively plan for your future. You can also use AA

to develop key skills such as critical thinking, problem solving and time management. These will help you be a better student and are essential for your future - whether you choose to move to further study or to a job in industry.

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

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

## Your Union

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

### Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk) and complete the registration form to speak with a member of the team.

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

### Student representatives

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

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

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

## Student Hub

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

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

## Student Support Zone

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

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking




for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

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



## Useful support contacts

### Health and wellbeing



Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus  
020 7584 6301  
 [imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net)  
 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)




Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus  
020 7589 6623  
 [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)

Student Counselling and Mental Health Advice Service

 020 7594 9637  
 [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)  
 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

Multi-Faith Chaplaincy Service

 15 Prince's Gardens, South Kensington Campus  
 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)  
 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

Disability Advisory Service




 Room 566, Level 5, Sherfield Building, South Kensington Campus  
020 7594 9755  
 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)  
 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

### Centre for Academic English

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

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

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





 Level 3, Sherfield Building, South Kensington Campus  
 [english@imperial.ac.uk](mailto:english@imperial.ac.uk)  
 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

## **International Student Support team**

 020 7594 8040  
 [www.imperial.ac.uk/students/international-students/](http://www.imperial.ac.uk/students/international-students/)




## **Careers**

Careers Service

 Level 5, Sherfield Building, South Kensington Campus  
 020 7594 8024  
 [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)  
 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

## **ICT and software**

ICT Service Desk

 Central Library, South Kensington Campus  
 020 7594 9000  
 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

Software shop

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

## 11. Student Administration

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

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

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

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

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

### Student Records



+44 (0)20 7594 7268

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

### Degree certificates



+44 (0)20 7594 7267

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

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

### Move Imperial

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

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

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

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

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

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

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

## 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.

### Student representation

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



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

### Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:



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

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

- **Module Evaluation Questionnaire (MEQ)**

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

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

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

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

 [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

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

 [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://www.imperialcollegeunion.org/your-union/your-representatives/responses)

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

 [www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)



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

### Opportunities for Further Study

After you have completed MSc in Machine Learning and Data Science, you may choose to continue with a PhD in Statistics or Machine Learning at the Department of Mathematics. Previous graduates have gone on to :

 <https://www.imperial.ac.uk/mathematics/postgraduate/doctoral-programme/>.