

IMPERIAL

Faculty of Engineering

**Department of Earth Science and
Engineering**



**Student Handbook
2024-25**

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Welcome to Imperial

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.

Imperial 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.

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.

Our Principles

In 2012 Imperial 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 university 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 university;
- 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.

Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial – this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The four deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.



The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk.

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

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.

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25

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

1. Introduction to the Department



“Welcome to the Department of Earth Science and Engineering and our vibrant community of students and staff. Whether you have chosen a Geology, Geophysics or Earth and Planetary Science degree, the next few years of studies will equip you with the skills to make a real difference in our ever changing world, and pursue a career you are passionate about. We are excited to be part of your journey and we are there to educate, support and enable you along the way.”

- Professor Tina van de Fliert
Head of Department, Earth Science and Engineering



Welcome to the Department of Earth Science and Engineering. We hope that you will participate fully in the life of the Department and the College during your time at Imperial College London. You will quickly learn that we are a lively, welcoming Department and we hope that you will soon feel part of our small community.

The core of our degrees is the provision of an education that ensures each student reaches a high level of competency in applying maths and science to understanding the Earth and planets, while maintaining a long tradition of excellence in observational field geology. However, University is not only about acquiring skills and knowledge in the subject that you are passionate about. We hope that you will gain other transferable skills and knowledge that will help you in the transition to the wider world at the end of your degree. It is up to you to take advantage of the opportunities that are offered while remembering that you still need to work hard and smart for your degree. We encourage you to seek out the many clubs and societies that Imperial has to offer.

University students are expected to take responsibility for their own learning and welfare. However, the Department and the College provide many services to help you learn and to guide you through your time as an undergraduate. If you are unable to find the information that you need, don't hesitate to contact your personal tutor, or indeed any of us. We are here to help.

This handbook is packed with useful information that should serve you well during your time here. Please do read it, and keep it handy as a reference. It begins with a summary of important Imperial College principles and services, then details what you need to know about our department. A short safety and obligations section is *especially* important for you to read and be familiar with. We then deal with all aspects of our teaching and your course, before finishing with sections on support and on procedures to follow should anything go wrong. Most of you will never need these last sections – but it is worth familiarising yourself with them nonetheless.

On behalf of all my staff colleagues in the Department of Earth Science & Engineering, I wish you a fulfilling and enjoyable undergraduate experience.

Professor Gary Hampson, Director of Undergraduate Studies (DUGS)
September 2025

Welcome from Undergraduate Student Representative



Hello everyone, welcome to the Department of Earth Science and Engineering!

We are Anisa, a 3rd Year Geology student, and this year's Wellbeing Dep Rep (on the left!), and Beth, a 4th Year Geology student and this year's

Academic Dep Rep (on the right).

The Dep Rep roles essentially act as representatives of the student voice within various departmental meetings, one of which is co-chaired by the Dep Reps as well. In the role of Dep Rep, we will regularly meet with your Year Reps to gather any feedback and discuss any issues which you may have. These issues can be related to either academics (for example if you feel like there's issues with feedback or workload for any modules) or wellbeing (things such as finance or mental health).

These issues will be raised to senior members of the department (such as the DUGS or the Senior Tutors) and will hopefully be dealt with. However, student feedback (normally in the form of surveys or casual conversations) is a vital part of this. Without feedback from the student body, the work we can do as Reps is limited, making yourselves the most important part of the representation network. If you have any issues, please do let your Year Reps or Dep Reps know.

We will be meeting with the senior members of the department regularly (DUGS, Senior Tutors, Wellbeing Advisor) to ensure that issues are dealt with as quickly as possible.

The RSM, and ESE in particular, is lucky to have very good inter-year relationships. These connections are built via the Mentors scheme (run by the department), clubs and societies (which we highly encourage you to get involved with) and the Mums and Dads Scheme. These Mums and Dads are also a great place for advice and help if you need it. Speaking of Mums and Dads – we would love you to fill out a quick survey to help us to match you with parents that have similar interests to you! Please follow this link - https://imperial.eu.qualtrics.com/jfe/form/SV_3DbjfoMYvdbz0Me to fill out the survey (deadline 17th September).

Throughout your time in ESE, there will be times when you will be challenged academically but it shouldn't come at the cost of enjoying your time at university. Any concerns and issues you have are valid, and feeding back on them helps make sure the Department does the best it can in supporting you. The staff in our Department are fantastic at responding to feedback, and you will hopefully see that soon after you start your time here.

We look forward to meeting you all in the next few weeks, and if you have any questions, please don't hesitate to drop us an email.

Anisa (anisa.price22@imperial.ac.uk; ap722@ic.ac.uk; ese.wbrn@ic.ac.uk)

Beth (bethan.jones21@imperial.ac.uk; brj21@ic.ac.uk; ese.arn@imperial.ac.uk)

Academic and administrative staff

Undergraduate Support Staff

The Undergraduate Education Team are located on the ground floor corridor in the Undergraduate Teaching Office. They are:

Name	Telephone	Email	Room	Role(s)
Nicholas Dean	02075947162	n.dean@imperial.ac.uk	G.24	Undergraduate Education Manager
Riki Clarke	02075946478	riki.clarke@imperial.ac.uk	G.24	Undergraduate Programme Coordinator
Rob Lowther	02075947428	r.lowther@imperial.ac.uk	G.24	Rock Collection and Fieldwork Administrator
Cindy Valuto	02075942889	c.valuto@imperial.ac.uk	G.24	Admissions Officer

Other Support Staff

There are many other departmental support staff, although most of their roles do not involve undergraduates. Jason Hoadley is responsible for departmental services and Carolyn Newell is the Departmental Operations Manager (DOM).

Building defects should be reported by e-mail to: efcsc@imperial.ac.uk (see 'When things go wrong' section below).

Name	Telephone	Email	Room	Role(s)
Jason Hoadley	02075947434	jason.hoadley@imperial.ac.uk	1.30	Department Services Manager
Carolyn Newell	02075946405	carolyn.newell@imperial.ac.uk	G.23	Departmental Operations Manager

Academic and teaching staff with key undergraduate roles

People are listed by role below, and the table underneath gives their contact details.

Name	Telephone	Email	Room	Role(s)
Tina van de Fliedrt	02075941290	contact via Executive Assistant	G.30	Head of Department

Bethany Crenol	02075947401	b.crenol@imperial.ac.uk	G.28	Executive Assistant to Head of Department – contact them first if you want to reach the Head of Department
Gary Hampson	02075946475	g.j.hampson@imperial.ac.uk	TBC	Director of Undergraduate Studies & Year Abroad Co-ordinator
Elizabeth Day	02075946429	e.day@imperial.ac.uk	1.37	Senior Tutor
Valentin Laurent		v.laurent@imperial.ac.uk	2.37b	Senior Tutor & Outreach
Anita Murphy		anita.murphy@imperial.ac.uk	G.33	Student Wellbeing Advisor & Departmental Disability Officer
John Paul Latham	0275947327	j.p.latham@imperial.ac.uk	4.97	Field Safety Officer
Lorraine Craig	0275946436	l.craig@imperial.ac.uk	Faculty Building	Faculty Senior Tutor

How we communicate

Personal Communication

You will find that we are a small and friendly Department; staff are very approachable and willing to listen and help you individually.

In general, your first point of contact for any questions about a particular module should be the member of staff who teaches you. If your query is about anything else and you don't know the right person to talk to, try your Personal Tutor. If *they* are unable to help, then contact the Senior Tutor (for welfare questions), or the Director of Undergraduate Studies (for academic questions). The Undergraduate Education Team in Room G.24 (Undergraduate Teaching Office) should also be able to assist you with non-academic enquiries.

You will often find it easiest to make initial contact by e-mail - most staff do not operate an 'office hours' system and may not be able to see you straight away, so you will often need to arrange a time to meet, either in-person or online.

E-mail Communication

The Department and other parts of College will contact you frequently by e-mail, and this is also the best way for you to contact us. After registration you will be allocated an e-mail address and password. **We assume that students are checking email regularly**, and occasionally we will need to make last-minute announcements via email, so make sure you do check several times a day! There are accessible computers located throughout the College that you can use for this, though you are **very strongly advised to set up College email on your mobile device(s)**. ICT have a help desk on the first floor of the Abdus Salam Library that can help you with this, but they also maintain a webpage that explains how to do it - see <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/access-office-365/>

E-mail Etiquette

We all have lives – you included. If you e-mail a member of staff on a Friday evening, for example, you may not get a reply until early on Monday. Staff may also occasionally be out of contact (e.g. on fieldwork or working flexible hours). In order to maintain a healthy work-life balance, please do not email staff on weekends. If someone does email you on a weekend or outside of your own working hours, you are not expected to respond.

If you email a member of staff, please give a reasonable time for a response. If you have an urgent query and cannot get a reply from a member of staff, please refer to the Guidelines for Communicating with staff flowchart to see who can help you get a response.

Guidelines for communicating with staff

<p>UG Team</p> <p>Coursework, exams, timetable, general queries related to UG programme, etc.</p>	→	<p>Contact by email (ese-ug-education@imperial.ac.uk)</p>	→	<p>if no response, send follow up email/call UG Programme Coordinator or UG Education Manager</p>
<p>Module Coordinator</p> <p>Assessment content, feedback, etc.</p>	→	<p>Contact by email</p>	→	<p>if no response, send follow up email/call UG Programme Coordinator or UG Education Manager</p>
<p>Personal Tutor</p> <p>Academic guidance, welfare support, personal tutorials, etc.</p>	→	<p>Contact by email</p>	→	<p>if no response, email/call the Senior Tutor</p>
<p>Registry/Central College</p> <p>Tuition fees, international student support, student hub</p>	→	<p>Contact by email</p> <p>Tuition fees: tuition.fees@imperial.ac.uk</p> <p>International Student Support: international@imperial.ac.uk</p> <p>Student Hub: student.hub@imperial.ac.uk</p>	→	<p>If no response, go to student hub, which can be found on 3rd floor of the Sherfield Building. If further support required email/call UG Education Manager</p>
<p>Welfare Support</p>	<p>Is your query urgent?</p>	<p>Yes → contact your personal tutor, the Student Wellbeing Advisor or Senior</p>	→	<p>if you prefer to reach out via email, please email either your personal tutor, the Student Wellbeing Adviser or Senior Tutor</p>

Anything to do with your physical or mental health, and general wellbeing.		Tutor by telephone	if you cannot get through to any of these contacts, please contact DUGS, UG Education Manager or UG Programme Coordinator by phone
		No → contact your personal tutor, the Student Wellbeing Advisor, or the Senior Tutor	

If you have a life-threatening emergency, please call 999 if you are off campus or if you are on campus call 0207 594 4444.

Note 1: If you send an email and receive an out of office notification, please wait until the staff member has returned before following up your query. If your query is urgent (i.e. you will be severely disadvantaged if you don't receive a response before their return), please contact either the contact listed in the out of office notification OR UG Programme Coordinator.

Note 2: If your query relates to any type of deadline or important event (i.e. exam) within 48 hours or less, please contact the UG Programme Coordinator and/or the UG Education Manager by telephone and/or email.

Note 3: Standard working days are Monday to Friday (i.e. not including weekends). College closure days and holidays (i.e. bank holiday) are not considered working days as staff are not required to work or respond to emails on these days

Departmental Information

ESESIS

ESESIS (Earth Science and Engineering Student Information System) is our custom-built web-based software that handles much of our student interaction in one convenient interface. You can access it from any device at <https://esesis.ic.ac.uk>. You will need to log-on using your College user ID and password.

First year students get a quick introduction to ESESIS and module selection as part of your induction activity.

Facilities provided by ESESIS include

- A repository for your personal data, which you are able to update (e.g. home and term time addresses, and contact numbers, current time zone) – please also remember to update your MyImperial student record with the central College as well, they are NOT automatically linked.
- Selection of optional modules, subject to the constraints for core and optional modules and their pre-requisites.
- Module information, including detailed module content and learning outcomes, files provided by the staff teaching the modules (e.g. handouts, links to video recordings), how feedback for that module will be delivered, reading list for the module, deadlines and most other

information that you need to know, including who is teaching the course and who the Graduate Teaching Assistants (GTAs) are [see below].

- Upcoming coursework deadlines, and information on when coursework return is due.
- Submission of coursework online (where permitted).
- Reminders about upcoming and overdue coursework.
- View your feedback when it is submitted via ESESIS.
- View your own coursework results online when they are released.
- Enter any work experience or internships that you may have undertaken.
- Selecting your pronouns so we can address you correctly.
- Recording your name so we can pronounce it correctly.
- Many other things too (e.g. voting for the GTA of the year).

Please add a photo of yourself to your profile as soon as you can, and keep your personal information up to date. You must also add your passport details as we need this information for fieldtrip administration. Please note it is your responsibility to keep your passport details updated in ESESIS. You have the option of indicating your preferred pronouns, and of making a voice recording of your own name for us to access, which helps us get pronunciation right!

Information and documents that we need from you

All data are collected and hence in compliance with GDPR regulations. See

<https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/>

Mobile phone numbers and contact details

We will ask first year students to provide your mobile phone number at the start of the term – this is so we can contact you for safety during fieldwork (where applicable) and in case we need to contact you in an emergency. **It is imperative that you keep your address and contact details updated on both ESESIS and My Imperial** (the two systems do not link up).

Trusted Contact

We strongly recommend that you list a Trusted Contact (e.g. a person who is close to you, but not necessarily your next of kin), whom you give permission for us to contact in case we are concerned about your welfare. Contact the Senior Tutors for more information.

Societies

There are three undergraduate societies that wholly or partially exist for our students, and they have overlapping membership. These are Imperial College Geology society, <https://www.imperialcollegeunion.org/activities/a-to-z/geology>, the Geophysics society, <https://www.imperialcollegeunion.org/activities/a-to-z/geophysics>, and the Royal School of Mines (RSM) Union: <https://www.union.ic.ac.uk/rsm/exec/>. The latter also serves students of other departments in the Royal School of Mines building. All three run lots of activities each year; they will e-mail you regularly about these but do also have a look at their websites to see what they have planned.

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students' Union. There are several sabbatical student positions that come up each year. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with the Director of Undergraduate Studies the possible effect on your academic studies and, where appropriate, how best to prepare to resume your studies in the event that you are elected.

If you require space within our Department for society activities, for example to host an activity or committee meeting, please contact the Imperial College Union. More information can be found here: <https://eactivities.union.ic.ac.uk/training/facilities-and-spaces/room-bookings>. Please do not approach the Undergraduate Education Team for this – they can only book rooms for the academic timetable.

Teaching and outreach opportunities within the Department

Undergraduate Teaching Assistant (UTA)

Fourth year students have the opportunity to be an Undergraduate Teaching Assistant (UTA). UTAs assist academic staff in teaching and demonstrating practical classes for the module to which they are assigned. A super-user group of assistants (the ESE UG GTA Admin team) manage demonstrating, and information about this will be provided by email or by contacting eseug-gta-admin@imperial.ac.uk.

It is extremely important to note that you do not work unless you are a registered Casual Worker with the College. You must carry out the steps needed to become registered before you commence any type of paid work for the Department.

If you have a query about your Casual Worker status please email: ese-casualpay@imperial.ac.uk in the first instance.

Full instructions on becoming registered and up to date versions of documents can be found on the relevant Department's webpage (login required): www.imperial.ac.uk/earth-science/current-student-staff-info/studentdemonstrators/

Become an ESE Student Ambassador

Each year the Department meets hundreds of prospective students at Open Days and outreach events, where more than anything they want to hear about your experience of studying in ESE.

We invite students who want to represent the Department, join in with some fun events, meet prospective students and put "Earth Science and Engineering Student Ambassador" on their CV.

Student Ambassadors for ESE must meet certain criteria in order to be recognised in this role. Detailed information can be found here: www.imperial.ac.uk/earth-science/current-student-staff-info/ug/ambassadors/

The Department appreciates the time and effort our student ambassadors put into the above events, and will provide support, training and opportunities to undertake further outreach (e.g. schools talks) if you're interested. Being a Student Ambassador doesn't have to be a one-off event, as we regularly need volunteers for various events throughout the academic year.

Attendance and absence

You must inform your Senior Undergraduate Tutor if you are absent from the university for more than three days during term (**even during periods where you have no scheduled teaching**). If the absence is due to illness, you must produce a medical certificate after seven consecutive days. If you miss an examination or the deadline for any other assessment (including lab work, in class tests and all forms of coursework or presentation) due to illness or other unforeseeable and unavoidable circumstance you must follow the Mitigating Circumstances Policy and Procedure. Please note all claims for mitigation must be submitted within 10 working days of the examination or assessment deadline. If you are unable to provide evidence at the time you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected. Please see the section on mitigation below.

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

You are an adult, and it is ultimately your decision to attend lectures and practical classes or not. Nonetheless we do expect full attendance at all lectures, practical classes, additional induction and other sessions, and on field courses (where applicable). It is quite simple: if you do not attend you are unlikely to perform well, and risk falling behind your peers. It can be difficult to catch up once term is underway and there are competing demands on your time. Students are occasionally tempted to skip lectures as these are normally recorded using the Panopto system. You are very strongly urged to resist this temptation – recordings are intended as a supplement and revision aid, not a replacement for attending at the time. Additionally, most lectures are followed by interactive practical classes where the real learning occurs. If you are asked to watch pre-recorded Panopto lectures/undertake an informal quiz/do some pre-reading as preparation for a class it is also important that you do so, or you will not be prepared for the interactive elements. Also, please note that we do not guarantee recording of all Panopto lectures so if you miss a session it may not be possible to catch up at a later date.

Punctuality is part of attendance. Out of respect for your staff and fellow students, please be on time for your lectures. Unless otherwise notified, all morning classes start at 09.00 and afternoon classes at 14.00. We recognise that transport may sometimes fail to perform as advertised, but it is your responsibility to build sufficient time into your travel plans to allow for all except the most exceptional delays.

We will periodically monitor attendance in classes, and your academic progress throughout the year. If you do not submit coursework or attend classes you will be required to meet with the Director of Undergraduate Studies or Senior Tutor. Lack of attendance at lecture and practical classes and lack of submission on coursework can be brought to the attention of the DUGS and Senior Tutor.

It is also your responsibility to check the term dates, and make sure that you seek permission from the Senior Tutor if you need to leave college or break early before the end of term. Whilst we are sympathetic to students wanting to take advantage of cheaper travel arrangements by pre-booking, it is always best to check.

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



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

Key dates 2024–25

Term dates

Autumn term: 28 September 2024 – 13 December 2024

Spring term: 04 January 2025 - 21 March 2025

Summer term: 26 April 2025 – 27 June 2025

Closure dates

Christmas/New Year: 23 December 2024 - 01 January 2025
(Imperial reopens on 02 January 2025)

Easter Holiday: 17 April 2025 – 22 April 2025
(Imperial reopens on 23 April 2025)

Early May Bank Holiday: 05 May 2025

Spring Bank Holiday: 26 May 2025

Summer Bank Holiday: 25 August 2025

Some students undertake an internship within a company during their vacations to develop skills, gain industrial insights, and earn money. You should only undertake an internship that starts after the formal end of term to ensure there is no clash with academic studies. In addition, if you hold a student visa, the type and amount of work that you can do is restricted. It is essential that you are aware of these restrictions so that you do not breach your student visa conditions.

Please visit the International Student Support webpage for further details and note that only undergraduate students can undertake an internship during the summer vacation.



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/

2. Programme information

My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial College London community. The app is being designed by Imperial students and alumni and delivered in an iterative way as the team learns more about the experiences that our community want in order to thrive at Imperial. The app is relatively young, and development is continual, please download and explore the app and look out for opportunities to get involved!

You can download the app for Android devices from the 'Play Store' or for iOS devices from the App Store.

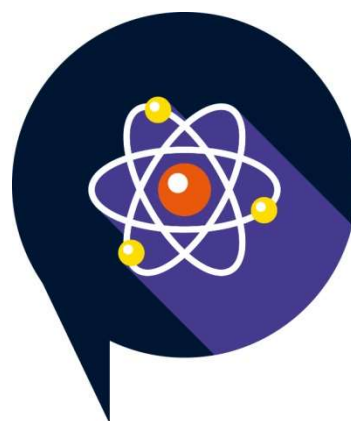
Current feature highlights:

- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.
- 'Maps' - 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' - The Business School and a growing list of other departments requires you to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link off to view your full timetable in a browser.
- 'Internships and Careers' - Search through the latest internships and job vacancies received by the Careers Service.

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/students/success-guide/ug/



I-Explore Modules

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

Depending on your department, you will either take an I-Explore module in your second or third year of study.



www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/

Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.



www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/

Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.




www.imperial.ac.uk/students/imperial-award/

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.

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

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

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

Coursework and deadlines

Coursework comes in two types; formative and summative coursework. Formative coursework is undertaken as part of the learning process – it is not assessed (i.e. it does not contribute a mark towards your degree), but exists to provide you with necessary practice, skills, knowledge, and of course feedback. Summative coursework is assessed, and is given a mark which contributes towards your degree. It does of course *also* provide you with practice, skills, knowledge and feedback, but in addition it is used to assess your progress. The exact form of coursework will vary enormously – you might be required to submit solutions to mathematical problems, an essay, a geological diagram, a computer program, or undertake a quiz, etc. Coursework (of all types) is very important - it is an integral part of the learning experience as well as in the assessment and monitoring of progress.

Students who do not complete coursework, either formative (not assessed) or summative (assessed), perform poorly in their degrees. Remember that your university experience is about learning and development, not about assessment.

Some of your modules will incorporate assessed (summative) coursework that you will need to complete to a deadline. Unsatisfactory performance in summative coursework may be interpreted by the Board of Examiners as evidence of a lack of commitment on your part.

ESESIS will provide you with the dates for submission for all coursework at the start of the academic year, and the submission method. Coursework is handed in online through ESESIS. When you submit coursework through ESESIS, you will receive an email receipt. If ESESIS shows a deadline in red then you have missed it – green deadlines are still in the future. ESESIS will also normally send an email reminder before an item of coursework is due to be submitted. These reminders are an ‘extra’ and we make no guarantees that they will appear! Keep an eye on your ESESIS homepage and on emails from the module co-ordinator to keep on top of your deadlines.

We try to distribute coursework throughout the term to avoid clashes, but since students follow different degree strands and in years 3 and 4 take elective modules, we cannot guarantee that you will never have two deadlines at the same time.


Occasionally module co-ordinators need to modify a deadline; expect notification of this by email. This change should also be made on ESESIS, but if you see that this has been omitted, please inform the staff member or the Director of Undergraduate Studies.

The most important piece of advice about coursework and deadlines is that you should **never leave things to the last minute**. Submitting coursework 5 minutes before the deadline, either online or in

person, is a terrible idea – you are hostage to unforeseen events like computer crashes and transport failures. These are **not** considered valid reasons for late submission by College Regulations. Remember, deadlines are the *last* time you can hand in, not a target for when you should hand in. If you treat them as targets, you will eventually come unstuck. Instead, **you are very strongly advised to target submission at least a day or two before the deadline.**

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 (see below). 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/marking-and-moderation/Late-submission-Policy.pdf

The policy permits students to submit work up 24 hours late and be awarded the pass mark (40% for most modules), provided of course that the work is of sufficient quality to pass. It is, hopefully obviously, a very bad idea to do this deliberately. **Ensure you meet your deadlines.** Coursework submitted over 24 hours late, without mitigating circumstances (see below), will automatically receive a zero mark.

If you cannot meet a deadline due to circumstances beyond your control, please complete the Extension Request Form online at https://imperial.eu.qualtrics.com/jfe/form/SV_9tKU25m2mlacYMB. Further details can be found here: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/>

Do not approach module co-ordinators for extensions to deadlines – they do not have the power to grant them.

Feedback and return of work

In ESE we are proud of our reputation for providing excellent and prompt feedback to students. Feedback is not simply ‘marks’ or ‘comments’ written on submitted work – it is an ongoing process that you may not even notice is occurring, and it may be given verbally, in a written form or electronically. It happens during practical classes, in workshops, in lectures, in tutorials, and in fact in almost every part of your learning. During fieldwork you receive constant feedback for many hours each day! Feedback is intended to extend your knowledge, skills and learning in a variety of ways. Each module will provide a statement on ESESIS detailing the nature of the feedback provided.

The ESE Undergraduate Feedback Policy states the following:

Examinations

This also covers ‘class tests’ taken under exam-like conditions, where they represent 2.5 ECTS of value or higher.

Whole-class feedback will be provided for each examination, normally at the same time as exam grade indications are released. Feedback may be written or may delivered in some other way (e.g. a

recorded video). Feedback will normally provide overall performance indications and discussion for each element of the examination. Sample solutions/model answers will in most cases be provided, although this is at the coordinator's discretion.

Individual feedback on examination scripts is NOT provided as a matter of course. If you wish to investigate your performance in a particular exam, please discuss the options with your personal tutor.

Assessed Coursework

Feedback for assignments will be delivered within 14 days of submission. There will be exceptions – notably large projects where the marking process takes much longer than this – but where we are not able to give you feedback within 14 days, the module coordinator will inform you.

Feedback for assessed coursework will normally be individual*, although sometimes supplemented with whole-class feedback. Individual feedback should be provided to you as a matter of course (you will not be expected to request it). Feedback may be delivered through a variety of mechanisms (written feedback as emails, returned work 'marked up', video recordings etc.) – this is left to the discretion of the module coordinator.


* Exceptions will be some small assignments, especially multiple-choice quizzes.

Formative (non-assessed) Coursework


You will also receive feedback on work that you submit but that is not assessed (in the sense that it has no ECTS weighting), in the same way as you would for assessed work. While the 14-day deadline does not formally apply in these cases, we will endeavour to adhere to it where possible.

If you find that you are not getting feedback from staff in line with the above policy, then inform your year Rep. about this (see Departmental Representative above), or notify the Director of Undergraduate Studies by e-mail.

Coursework and feedback may be returned to you in one of several ways: in class, electronically by email, electronically through ESESIS, or physically via the coursework return system (see above.) If you are not sure which route is being used, ask the module co-ordinator.

 College Policy of Academic Feedback can be found on the Academic Governance website at 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

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:

 <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/>

Assessment process

Summative coursework will be assessed (marked) by either the staff member who teaches the course, or by an appropriately trained Teaching Assistant who marks the script according to a marking scheme and assigns a mark that is moderated and approved by the staff member before being returned to you. Marks, as with feedback, will ideally be provided within two weeks, and we will notify you if for any reason this will not be possible.

Marks will normally be provided via ESESIS rather than being written onto hard-copies of returned work. Remember that coursework marks, like all marks prior to the Board of Examiners meeting in June, are provisional – they are subject to moderation by the Board.

Each item of coursework will have its own marking scheme and set of assessment criteria, which will normally be outlined when the work is set. Free-form written coursework (e.g. essays) are assessed according to the Swanson Criteria Scheme, outlined below – this is also true for free-form written elements of examinations. These criteria emphasise: relevance of the answer to the question that has been set, evidence of understanding, ability to synthesise and critically analyse, structure and organisation, evidence and relevance of productive supplementary reading, level of independent enquiry or creative ability, correctly referencing, and presentation/spelling/grammar. Unless told otherwise, you can assume that referencing, presentation, spelling and grammar will constitute 20% of the mark.

All marks you will receive use the following system of grading, which is also used in the award of your final degree.

70%+: First class

60%+: Upper second class

50%+: Lower second class

40%+: Third class

<40%: Fail (Except for Level 7 modules in years 3 and 4, which have a 50% pass mark)

Swanson Criteria for the assessment of written work

Mark	Description	Requirements
100-90%	First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.	Outstanding work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.
89-70%	First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.	Showing the required qualities but occasionally falling below a general level of excellence. Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.
69-60%	A good grasp of the subject and some evidence of ability to synthesise and criticise, but falling short on excellence in one or both of these aspects.	Well organised; clearly presented; logical and sufficiently detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.
59-50%	Satisfactory, but lacking in distinction or with marked lapses.	Essential elements of solutions correct; basic understanding of relevant principles; little evidence of independent enquiry; solutions or arguments followed to reasonable (if not entirely correct)

		conclusions; competent (but not imaginative mapping/design work; adequately presented; adequate level of consistent effort.
49-40%	Adequate knowledge but with poor appreciation of the subject. Pass	Sufficient factual recall; limited understanding of relevant principles; some competence in routine tasks; somewhat lacking in presentation or in the application of consistent effort.
39-0%	Fail mark	Work basically incorrect; defective recall of basic facts; little or no understanding of the relevant principles; failure to develop an approach that would achieve the desired outcome; unacceptable brevity or inadequate presentation.

Use of Generative AI Tools for Assessments

Presenting work as your own that was created by someone else or generated by an AI tool is plagiarism (see below), which is taken very seriously and is dealt with according to the College's [Academic Misconduct Policy and Procedure](#). For serious cases, this can lead to failed modules or withdrawal from your programme.

Using generative AI tools (e.g. ChatGPT) is generally permitted during your course, including during assessments. If the use of AI tools is not permitted during an assessment, this will be made clear to you. Where you have used an AI tool during an assessment, you must clearly acknowledge if and how you used them in all your submissions. The College library provide guidance on how best to [acknowledge AI tools](#).

AI tools should not be used to generate any textual answers for your submitted work, which instead should be written in your own words. However, using AI tools may be acceptable for certain purposes, for example improving grammar, prompting new ideas, or providing simplified explanations of complex topics. If you have any doubts about what is permitted for any assessment, please ask the module coordinator or person who set the assessment for guidance.

To ensure course standards are maintained, module coordinators may sometimes choose to invite a random selection of students to an 'authenticity interview' on their submitted assessments. This means asking some students to attend an oral examination on their submitted work to ensure that they created and understand it, by asking them about the subject or how they approached their assignment. Being invited to an authenticity interview does not mean that there is any specific concern that you have submitted work that is not your own. For further details about college policy on AI tools, please refer to the Imperial webpage on [Generative AI Tools Guidance](#).

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

Examinations

Governance and regulations

All aspects of assessment and examination are handled within the Department through the Board of Examiners, but many of the working practices are prescribed by College regulations. These regulations aim to ensure that the entire examination process is transparent and auditable, and that — as far as is practicable — errors do not occur. Furthermore, the regulations rigorously ensure that no student either gains an unfair advantage or is disadvantaged by the process. As a result, you can be assured that the results you obtain are fair, correct and unbiased.

The rigour with which the examination process is conducted means that you must precisely follow those parts of the procedures that apply directly to you. Some of these are outlined below; others will be transmitted to you by the Registry during the course of the year.

All registered students of the College are subject to specific regulations which may be updated by College from time to time. For most students these are the Regulations of Students and the Single Set of Taught Academic Regulations which can be found here:

<https://www.imperial.ac.uk/about/governance/academic-governance/regulations/> For students who commenced prior to September 2019, please refer to regulations B which can also be found through the above link.

In addition, all students are subject to the College's terms and conditions which can be found here: www.imperial.ac.uk/students/terms-and-conditions

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

It is inappropriate for students to submit complaints or representations direct to external examiners or to seek to influence your external examiners. 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: <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/>

If you have any questions regarding the assessment and examination process that cannot be answered by the DUGS or your Personal Tutor, you should contact The Undergraduate Education Team (ese-ug-education@imperial.ac.uk) for clarification.

Examination Timetable

For first- and second- year students, examinations take place during the first week of the spring term and the first two weeks of the summer term.

For third year students, examinations take place during the first week of the spring term and the first three weeks of the summer term.

For fourth year students, examinations take place solely during the first three weeks of the summer term.

The examination timetable will be made available via email well in advance of each exam period. **It is your responsibility to check the timetable and make sure that you attend at the correct time for your exam.**

The College provides the following information about religious obligations and examinations: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/

Examination Procedures

A few weeks before the start of the examinations, you will receive general instructions. Your candidate number is your College identification (CID) registration number.

All examination scripts and major elements of coursework are marked by at least two members of staff within the Department in accordance with a previously developed marking scheme. The use of candidate numbers on examination scripts means that a candidate's identity is not known to anybody marking a script.

The various meetings of the Board of Examiners occur in the final week of the summer term. The normal procedure for these requires that some students in their final year of study are interviewed by the visiting external examiners, **and so it is important that final year students are in attendance until the last day of the summer term.** Shortly after the Final Exam Board Meeting the summary results are released via personal tutors, but only to the students themselves (note that results are neither made public nor released to friends, family or sponsoring bodies). Detailed results are released through My Imperial by the Registry in July.

The Board of Examiners can reach one of several decisions after considering each candidate's performance. These are broadly classified as: pass the year; decision deferred (usually because some modules have been marginally failed and are required to be retaken in early September); repeat the year; or fail and withdraw.

In addition, if the level of performance is not sufficiently high, there may be a requirement to change from a four-year to a three-year degree course or to one that does not involve a year abroad. Please see the Scheme for the Award of Honours for details. This document is available on the ESESIS information page, or at www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/.

In the event that you are required to resit an examination, you will be told about this at the same time that the results are released. Resit examinations always take place in late August.

Past Examination Papers

Past and sample examinations papers are available on the departmental website:

<https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/exams/>

Access to Examination Scripts

Although our experience shows that students often wish to see a script when the mark they obtain for some part of the course is less than they thought they would gain, we are also aware that there is little — if anything — to be gained from doing so, as marker's comments are limited to noting what

was correct and what was incorrect in the student's work. You should also be aware that the procedures we follow when marking examination scripts (described above) means that the likelihood of an error occurring during the marking process is slight.

In the event that you do feel dissatisfied about the mark you obtain for any part of the course, or simply wish to work out what you did wrong so you can improve in future, the best approach is to discuss your performance with your personal tutor, who if necessary can liaise with the module coordinator to obtain a report on your performance. This is the only way that you will obtain constructive feedback that will help you improve your future performance. The marked script will not be shared with you in line with GDPR legislation, however you can request additional feedback. More information can be found here: <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/>

Release of examinations results

All assessment results, whether coursework or examination results, **are provisional until ratified by the Board of Examiners meeting at the end of the summer term and confirmed by the Registry**. Provisional indications of results will be released to you following January examinations, but it is important to be aware that these are subject to change.

Release of provisional marks to students is governed by college regulations; see

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

Following the final Board of Examiners meeting, indicators/summaries of marks will be released to students via their Personal Tutors. The formal notification of numerical results will be via your My Imperial account in July.

Please note that the Department cannot provide you with a transcript. If you require official documents, you can access them by logging in to your My Imperial account. More information can be found here: <https://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/>

Mitigating Circumstances (e.g. illness) and Examinations

There may be times throughout your degree when, through no fault of your own, your performance in an assessment is affected by circumstances beyond your control. These unforeseen, unavoidable situations are referred to as Mitigating Circumstances and include, but are not limited to: physical ill health; mental ill health; bereavement; financial stress; family or personal relationship issues. It is the responsibility of the student to inform the Senior Tutor of any circumstances that may affect examination or coursework performance; see the 'If things go wrong' section below for details of procedures. Where possible, it is best to try to **report these circumstances before rather than after any examinations they may affect**.

The Board of Examiners may consider Mitigating Circumstances (MCs) only when a student's difficulties are formally documented (see Mitigating Circumstances in the 'If things go wrong...' section below) and brought to the attention of the Senior Tutor. Mitigating Circumstances may be considered in the year that they occur or at the end of a student's degree or both. When you submit your Mitigating Circumstances paperwork, the Senior Tutor will explain the procedures that are followed to ensure that all students are treated equally. If your claim is accepted, the possible outcomes are outlined in section 8.6 of the Policy and Procedure on Mitigating Circumstances: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mitigating->

[circumstances/Mitigating-Circumstances-Policy-and-procedure-21.22.pdf](#). Making a successful application for Mitigating Circumstances means that the Senior Tutor will be able to advocate on your behalf - completely anonymously - to the Exam Board, in the event that your mark/s in an assessment/s have been affected. Please note that this process does not include adding additional marks to your module marks.

Year marks and degree classification

At the end of each year, you will be given an overall year mark, which is calculated as the mean of all module marks, weighted by their ECTS value.

To progress to the next year, students must pass at least 60 ECTS of modules in that year. The pass mark for all modules is 40%, with the exception that, for students who started their programmes in 2019 or later, the pass mark for level 7 (4th year) modules is 50%.

To progress to the 3rd year of an MSci degree, students must achieve an overall mark of 60% or higher at the end of year 2. To progress to the 2nd year of a 'Year Abroad' degree, students must achieve an overall year mark of 70% or higher in year 1. Performance must also be highly satisfactory in the January examinations of year 2 in order to stay on the year abroad scheme.

The aggregate mark for the entire degree is calculated as the weighted mean of the overall year marks as follows:

Course Start	Prog Lvl.	Ratio	Year 1	Year 2	Year 3	Year 4
Post 2018	BSc	3:14:23	7.5%	35%	57.5%	
	MSci	6:16:29:29	7.5%	20%	36.25%	36.25%

Final degree classification uses the following rules:

- Third – a student must achieve an aggregate mark of 40%
- Lower Second – a student must achieve an aggregate mark of 50%
- Upper Second – a student must achieve an aggregate mark of 60%
- First – a student must achieve an aggregate mark of 70%

Where students are with 2% of one of these boundary marks, they will be considered for a higher classification based on their overall academic performance.


The Board of Examiners meeting involves careful consideration of Mitigating Circumstances when classifying degrees and has power to alter degree classification on this basis.

Instruction to Candidates for Examinations

When taking examinations, students must ensure they follow the relevant instructions and guidance provided to them. In addition to the Instructions for Candidates, they must adhere to the specific instructions for each exam as provided by their programme team.

 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 for 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 university. This includes plagiarism, self-plagiarism, collusion, exam offences or dishonest practice. Full details of the policy can be found at:

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

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 university such as the Library Services learning support webpages at:

 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.

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/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure. Please be aware that this includes working with others in or outside the Imperial community, not just students on your programme.

You should note that whilst Imperial encourages students to support each other in their studies, you should be careful to ensure that you do not go beyond 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 those that are considered an attempt to gain an academic advantage. 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 considered an attempt to gain an academic advantage 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 purchasing essays or other material from other sources (which is now 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

 Adrian Muxworthy, Chair of the Board of Examiners

 Mark Rehkemper, Co-Chair of the Board of Examiners

External Examiners

 Linda Kirstein, The University of Edinburgh

 Peter Clarke, Newcastle University

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution, that acts as a critical friend to the staff delivering 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 is an essential part of Imperial's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the university's awards are appropriate, of comparable standard to the rest of the sector, as well as highlighting good practice and/or potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

A university 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/

Please note that you will need to be logged in to your Imperial account to access the summary reports.

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 of study will be:



South Kensington Campus
Royal School of Mines, SW7 2AZ

Facilities

Our rooms use a simple naming system, where the first character is the floor. So 'G' rooms are on the ground floor, '2' rooms on the second floor, etc.

The main teaching rooms:

- G.41 Large laboratory style teaching room
- G.39a Common room
- G.38 Smaller teaching room
- G.36 Flexible teaching room with 'pop-up' computers – MSci study room in Autumn Term
- G.24 Undergraduate teaching office (UTO)
- G.08 Computer room for teaching (shared with other RSM departments)
- 3.36/37 Large laboratory style teaching room
- 1.47 Teaching room / lecture theatre
- 2.42 Meeting room/classroom
- 3.34 Computer room for teaching / study (ESE only)*
- 3.35 Computer room for teaching / study (ESE only)*
- 3.38 Computer room for teaching / study (shared with Bioengineering)

*These two rooms have a removable partition – they are sometimes joined into one space

Opening hours

The Department is open for work from 07.00 to 23.50 Monday through to Sunday. Students (and staff) are not permitted to be in the building outside of these hours without special permission, both for reasons of safety and to help maintain a healthy work/life balance. If you are found in the building outside of these hours, you will be reported to the Director of Undergraduate Studies and may be subject to an immediate fine. You will be advised at start of year meetings about building opening times, and the Departmental policy regarding being in the building outside of these hours.

Printing is available in G.36, on the 3rd floor corridor outside room 3.36-3.38 and in the Abdus Salam library building.

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

 www.imperial.ac.uk/estates-facilities/customer-services-centre/

Library Services

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building. Further study space is available on level 3 of the Sherfield 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 workshops and 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 their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

 www.imperial.ac.uk/library

Louise-Ann Hand (l.hand@imperial.ac.uk) is the liaison librarian for ESE and is also available to help. You can find her details here: <http://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/>

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 Imperial 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 and the use of e-cigarettes, including vapes, by staff, students or visitors is not permitted on or within 20 metres of Imperial. The policy covers all university properties, including student accommodation and sports grounds.

 www.imperial.ac.uk/smoke-free

SafeZone

SafeZone is an Imperial app through which you can quickly and directly contact the Community Safety and 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 Community Safety and 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 Imperial 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 university 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/admin-services/security/safezone/ for more details about SafeZone.

All existing phone numbers for the Community Safety and 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.


6. Placements

Imperial 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 Imperial 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 university’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:

 Professor Gary Hampson

 1.42

 020 7594 6475

 g.j.hampson@imperial.ac.uk

Professor Gary Hampson is the Departmental Careers Advisor, and he organises a series of careers-oriented events for undergraduates. He should be your first port of call for careers related questions that your Personal Tutor is unable to help you with.

The Careers Service is available to provide students with additional support in sourcing work placement opportunities and preparing to apply for work placement opportunities: Apply: www.imperial.ac.uk/careers/applications-and-interviews/

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

 Overview: www.imperial.ac.uk/careers/

For general information on undertaking a study or work 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, Imperial 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 university working hours.

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

If you are here on a 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.



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/?

If you are considering part-time work during term time you are strongly advised to discuss this with your Personal Tutor (see Wellbeing, Support and Advice section for more information). If you are on a Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The university's Board of Examiners will not normally consider as mitigating circumstances any negative impact that employment 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. Imperial 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 guidance to students can be seen at:

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

The Imperial Health and Safety Policy can be found at:

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

A list of all staff trained in first aid and in mental health first aid can be found on the ground floor corridor of the RSM building adjacent to Room G.24. Instructions on safety can also be found beside the phone in each of the teaching and computer rooms. See the 'who does what' section for names and contact details for staff involved in departmental safety.

Field Safety

Fieldwork is an integral part of your training in Geoscience, and field safety is paramount. We arrange field safety sessions which you must attend. You will not be allowed to take part in fieldwork unless you attend the safety courses. You will be notified of the mandatory field safety training dates in advance of the sessions.

Further information on field safety can be found at <https://www.imperial.ac.uk/earth-science/current-student-staff-info/health-safety/>

Rob Lowther (r.lowther@imperial.ac.uk) is the Departmental Field Safety administrator, and he should be contacted with any queries.

We also have a 'Code of Conduct' for fieldwork, see the Fieldwork section below under 'Your Course'. This covers both safety and other conduct.

You may be required to complete inductions and attend training sessions to safely complete this 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 university.

Imperial 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 university'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 and driving.

All of Imperial'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 university 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/

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.

Simon Davis

 020 7594 6544

 simon.davis@imperial.ac.uk

Occupational Health requirements

Imperial's 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 university is respected, protected and improved whilst at work.

 www.imperial.ac.uk/occupational-health

9. University Policies and Procedures


Academic Regulations

All registered students of Imperial are subject to the university Academic 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

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

In ESE we are proud of our reputation for providing excellent and prompt feedback to students. Feedback is not simply ‘marks’ or ‘comments’ written on submitted work – it is an ongoing process that you may not even notice is occurring, and it may be given verbally, in a written form or electronically. It happens during practical classes, in workshops, in lectures, in tutorials, and in fact in almost every part of your learning. During fieldwork you receive constant feedback for many hours each day! Feedback is intended to extend your knowledge, skills and learning in a variety of ways. Each module will provide a statement on ESEIS detailing the nature of the feedback provided.

The ESE Undergraduate Feedback Policy states the following:

Examinations

This also covers ‘class tests’ taken under exam-like conditions, where they represent 2.5 ECTS of value or higher.

Whole-class feedback will be provided for each examination, normally at the same time as exam grade indications are released. Feedback may be written or may delivered in some other way (e.g. a recorded video). Feedback will normally provide overall performance indications and discussion for each element of the examination. Sample solutions/model answers will in most cases be provided, although this is at the coordinator’s discretion.

Individual feedback on examination scripts is NOT provided as a matter of course. If you wish to investigate your performance in a particular exam, please discuss the options with your personal tutor.

Assessed Coursework

Feedback for assignments will be delivered within 14 days of submission. There will be exceptions – notably large projects where the marking process takes much longer than this – but where we are not able to give you feedback within 14 days, the module coordinator will inform you.

Feedback for assessed coursework will normally be individual*, although sometimes supplemented with whole-class feedback. Individual feedback should be provided to you as a matter of course (you will not be expected to request it). Feedback may be delivered through a variety of mechanisms (written feedback as emails, returned work ‘marked up’, video recordings etc.) – this is left to the discretion of the module coordinator.

* Exceptions will be some small assignments, especially multiple-choice quizzes.


Formative (non-assessed) Coursework

You will also receive feedback on work that you submit but that is not assessed (in the sense that it has no ECTS weighting), in the same way as you would for assessed work. While the 14-day deadline does not formally apply in these cases, we will endeavour to adhere to it where possible.

If you find that you are not getting feedback from staff in line with the above policy, then inform your year Rep. about this (see Departmental Representative above), or notify the Director of Undergraduate Studies by e-mail.


Coursework and feedback may be returned to you in one of several ways: in class, electronically by email, electronically through EESIS, or physically via the coursework return system (see above.) If you are not sure which route is being used, ask the module co-ordinator.

Please note that your examination scripts once completed belong to the university under the General Data Protection Regulations (GDPR). Please see the Imperial GDPR webpages for further information at:

 www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/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 assessments (including timed 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

If you submit late due to mitigating circumstances, the cap on your mark may be lifted if a claim for mitigating circumstances is accepted. 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 when 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 university's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:

 [Mitigating circumstances | Faculty of Engineering | Imperial College London](#)

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

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


Academic Misconduct Policy and Procedures

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

 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 university's expectations with regards to their engagement with their studies. Imperial 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

Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a students' ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:

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

Academic Appeals Procedure

We have rigorous processes and procedures 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 university, 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

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

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 Assessment Records team in Registry. You may not request 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

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

If you have any concerns about your experience at Imperial 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

Imperial 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 the Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university website:

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

Intellectual Property Rights Policy

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of universities Intellectual Property and its College's discretionary Reward to Inventors Scheme. Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:

 www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/

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

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

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/

General Data Protection Regulation (GDPR)

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

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.

 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.

ESE has a dedicated Student Wellbeing Advisor, Anita Murphy. You can learn more about her and wellbeing at ESE on this website: <https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/>

The College provides counselling for students. Their website lists details of the service and how to book: <https://www.imperial.ac.uk/counselling/>.

Student Support Zone links to a wide variety of support services available at the College: <https://www.imperial.ac.uk/student-support-zone/>.

Equality, Diversity and Inclusion at Imperial

Our strategy is a call to action to everyone at Imperial – staff and students – who believes that the dignity and individuality of every other person here should be respected and cherished.

<https://www.imperial.ac.uk/equality/governance/strategy/>

You can also see when key diversity dates are in the Equality, Diversity and Inclusion calendar: <http://www.imperial.ac.uk/equality/activities/calendar/>

What we do in the Department

The Department of Earth Science and Engineering is committed to continually supporting and further developing a vibrant, diverse and inclusive community of staff and students.

<https://www.imperial.ac.uk/earth-science/about/edi/>

“We aim to develop a culture that promotes personal responsibility for equality rooted in respect and dignity.” Prof Tina van de Fliertdt, Head of Department

As a Department, our values are:

Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring

Our values support us to achieve our vision for ESE to be a place for excellence in research and teaching, and for ESE to be the best place to study, work and to develop your career.

The department hosts an annual rolling programme of workshops which all staff and students are expected to attend. These include:

- ESE Values
- Equality, Diversity and Inclusion
- Bullying & Harassment
- Racism Awareness
- Unconscious Bias

- Active Bystander

Workshop and training opportunities will expand, so keep an eye out in future communications.

ESE Equality, Diversity, Inclusion and Culture Committee

The Department's Equality, Diversity, Inclusion and Culture (EDIC) Committee, chaired by Dr Becky Bell who, along with our EDI co-ordinator, Sophia Quazi, is responsible for driving forward the equality, diversity, inclusion and culture agenda in the department, providing support and guidance to all staff and students.

It is representative of the whole department and therefore includes a diverse representation from the academic and teaching staff, professional and technical staff, research staff, undergraduates, taught and research postgraduates. If you're interested in advancing equality, diversity, inclusion and culture within the department and joining our committee, please email Becky and Sophia directly.

ESE Athena SWAN Self-Assessment Team

The ESE Athena Self-Assessment Team, reporting to the ESE EDIC and co-chaired by Dr Katharina Kreissig and Dr Becky Bell, have been awarded Bronze Athena SWAN. The Advance HE's Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women and address gender equality more broadly. This application process is providing the department with an opportunity to reflect on the great things we do to encourage gender equality and also to develop action plans to improve things even further. More information can be found here: <https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/>

Support for Bullying and Harassment

If you ever need support during your time at Imperial, there are many services within ESE and the College. ESE and the College are committed to creating an inclusive environment free of all forms of discrimination. This includes direct and indirect forms of harassment, bullying and victimisation.

If you ever experience bullying and harassment, including sexual or racial harassment, there are a number of support services available to you:

- Report and Support tool – Anyone can use the tool, including staff, students, contractors and visitors to the College. You can use the tool if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.
- Student Harassment Support Contacts - The College has a number of trained Student Harassment Support Contacts (HSCs) who are here to listen and signpost you to relevant specialist support. They have received specialist training which enables them to listen to your concerns and experiences relating to bullying, harassment, discrimination and sexual misconduct. They can be contacted directly through their email, shsc@imperial.ac.uk.
- Sexual Violence Support – There are seven Sexual Violence Liaison Officers (SVLO) who are Imperial staff who work in different departments and services across the College. They have received specialist training to support students who have experienced sexual violence. They are not counsellors but will listen to you and can help you access the right support and information. They can be contacted directly through their email, svlo@imperial.ac.uk.
- Imperial College Union Advice Centre – The Advice Centre can provide professional advisors to help support students through a wide range of challenges they may face during their time at Imperial. They can also provide advice and support for bullying and harassment. They can be

contacted directly through email (advice@imperial.ac.uk), phone (020 7594 8060) or through booking an appointment on their website.

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.

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: Anita Murphy

Email: anita.murphy@imperial.ac.uk

Telephone: 020 7594 9521

More information on Departmental Disability Officers is available at:



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

In your hall of residence

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

All halls have a Hall Warden team who are responsible for looking after your wellbeing and maintaining a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They are on call every day outside of university business hours to provide support in emergencies occurring in your hall.

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.

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 university. 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 [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.

 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 Imperial.

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. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the university and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student

body - do make sure you get in touch with them if there's something you would like to discuss or change.

Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of life at Imperial, including your student records and enrolment (letter of registration for proof of your student status, transcripts and awards), fees and finance, accommodation and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub is on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

 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

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
-  www.imperial.ac.uk/academic-english

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

-  15 Prince's Gardens, 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 Student Support

 020 7594 8040

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

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

 Abdus Salam 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 Administration

The Student Administration team are responsible for the administration and maintenance of the student records for all students studying at Imperial. 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 are 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.

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:



www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



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

 www.imperialcollegeunion.org/activities/a-to-z

Move Imperial

Imperial 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/

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/get-active/move-more-programme/

13. Student feedback and representation

Feedback from students

Imperial and Imperial College Union are 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/representation/a-to-z

Your Year Reps will liaise with you before and after the Staff Student Consultative Committee meetings which are usually held once a term. Minutes of previous SSCC meetings can be found at <https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/sscc/>.

You will also get feedback through your Year Reps from these meetings. Please do not feel though that these meetings are the only channel through which you can make your feelings known through your representatives. Feel free to raise anything you think is important with them at any time, for them to discuss with us throughout the academic year.

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



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

14. Student Surveys

Your feedback is important to your department, the university and Imperial College Union. Whilst there are a variety of ways to provide feedback on your university 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, including your BPES, Horizons and I-Explore modules. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.
- **Student Experience Survey (SES)**
The SES is an annual survey which aims to gather feedback on a range of university services and on Imperial College Union. The survey seeks to understand your opinions on life at the university beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.
- **National Student Survey (NSS)**
The NSS is an annual survey which asks you to rate a range of elements related to your student experience such as academic support, learning resources, and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

All surveys are confidential. The more you take part, the more representative the results so please take a few minutes to give your views.

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/

The Department also runs the ESE Student Online Evaluation (ESOLE) module/lecturer survey 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.

Replies are anonymous, and are sent to the individual member of staff, to the DUGs, to the Head of Department and to the Departmental Teaching Committee. We take ESOLE scores and comments very seriously and are always keen to get as high a response-rate as possible, as the more students that take part in the survey, the more statistically robust the results are. When completing ESOLE, please consider whether you would like to read what you are writing if it was directed at you. Try to be constructive and fair, even if you are being critical.

ESOLE occurs after courses finish, so in a way it is too late (for this year). We encourage you to raise issues early (see the 'If things go wrong or you want to change something' section below) so they can be dealt with in time for both you and future years to benefit.

ESOLE results are available via EESIS. Results from the older SOLE system, that ESOLE replaced, can be found at www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/ug-sole-results/

The ESE mid-course surveys are student-run surveys that run about half way through modules in the Autumn and Spring terms. The results are passed rapidly to module coordinators, to enable them to identify any issues arising with modules in a timely manner.

Once again though, these surveys are post-mortems, allowing you to rate performance once the module or course has ended. While this is very valuable, they are not the forum to flag up problems that can be addressed while a module is running.

15. And finally

Alumni services

When you graduate you will be part of a lifelong community of over 250,000 alumni, with access to a range of exclusive benefits including:

- discounts on further study at Imperial and at Imperial College Business School
- an alumni email address
- networking events
- Library membership and access to a bank of online resources, webinars and events via our alumni platform Imperial Plexus
- careers support for up to three years after you graduate as well as networking opportunities and professional development events
- access to our Alumni Visitor Centre at the South Kensington Campus, a co-working community space with free Wi-Fi, a bookable meeting room and complimentary refreshments

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.



www.imperial.ac.uk/alumni