

IMPERIAL

Faculty of Natural Sciences

Centre for Environmental Policy

MSc Conservation Science and Practice



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.

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

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

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

Our Principles

In 2012 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.

Welcome from the Early Career Researcher Institute

Welcome to Imperial and to the Early Career Researcher Institute!

The Early Career Researcher Institute works closely with Imperial College Union to enhance your experience and to ensure that when decisions are being made which affect your time at the university, your voice is heard.

Another important aspect of our role is to provide you with a free and exciting programme of professional development opportunities, delivered through a range of modes, so you can access these wherever you are in the world.

Our staff have a variety of research and other career experiences. Our professional development opportunities are designed to support you as you progress through your programme, but also to help you improve your personal impact, and be prepared for your chosen career, whether that is within academia, industry, government or something completely different!

Importantly, by attending our courses and workshops, you will meet students from other academic departments, enabling you to start building your research connections. We also deliver exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to have some fun!

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

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

Please note that the Early Career Researcher Institute was formerly known as the Graduate School. We are working hard to update all our resources with our new name, so please bear with us as we continue to work through this task. For now, you can find out more about us via the website:

 www.imperial.ac.uk/students/academic-support/graduate-school/

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

Academic and administrative staff



Dr Morena Mills



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MSc Director

Reader in Environmental
Policy and Practice



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**Dr Thomas J.
Creedy**



CEP (Weeks Building) Room 503

MSc Convener

Teaching Fellow in
Conservation Science



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Dr Alexandra Collins



CEP (Weeks Building) Room 109

Senior Tutor

Lecturer in Environmental
Sustainability



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Shane Murphy



CEP (Weeks Building) G01

Senior Postgraduate
Administrator



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enquiries.env@imperial.ac.uk



Roisin Armstrong

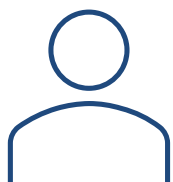



CEP (Weeks Building) G01

Postgraduate
Administrator



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enquiries.env@imperial.ac.uk



 Staff member joining
November 2024

Postgraduate
Administrator

 CEP (Weeks Building) G01

 enquiries.env@imperial.ac.uk

Key contact points

There are lots of ways to get in touch with us on the course

- The the course [EdDiscussion board](#) is the best place to get answers to questions about teaching, assessments or anything else. You can ask anonymously!
- The course administration email address is consciprac@imperial.ac.uk - if you have a personal question that isn't appropriate for Ed Discussion, but you're fine with a reply from anyone in the team, email this address. Note - this is viewable by multiple people in the course teaching and administration team.
- If you want to contact someone specific, you can contact them via a Teams message (generally preferred) or email.
- You can always come and see us in person, although no guarantees we'll be around:
 - Morena's office is CEP 209. She tends to be working from CEP on Mondays, Wednesdays and Thursdays
 - Thomas's office is CEP 503. He tends to be working from CEP most days.
 - The postgraduate office is CEP G01. This is always staffed on working days, and there'll usually be at least one postgraduate administrator around.

We strongly encourage that the first point of contact for ALL queries of a non-personal nature should be through – either the General channel or an assessment-/module-specific channel. No matter how small, the answer to your question is likely to help your peers too, so it's much easier for everyone to ask on the Ed Discussion board. There will usually be anonymous boards that you can use to ask questions that feel silly or stupid (although there is no such thing!)

Personal matters should in the first instance be discussed with your personal tutor, or with the senior tutor Alex Collins a.collins@imperial.ac.uk (see the [Pastoral care page](#)).

Departmental Information

The Centre for Environmental Policy is a unique interdisciplinary Department in the Faculty of Natural Sciences at Imperial College conducting policy-focused fundamental and applied research to solve environmental and sustainability issues.

Environmental policy safeguards our natural world. It provides tangible and measurable strategies for government, corporations, other public and private organizations, and individuals to plan for a future in which people and nature can thrive together.

The Centre for Environmental Policy works at the interface between science/technology and policy, to understand complex scientific issues and co-create solutions for real-world environmental challenges.

Scientists and technologists are making significant discoveries and innovations that could help pave the way to a sustainable future. Sound environmental policy provides the platform on which to examine the economic, societal and political dimensions of environmental solutions, to ensure they can be implemented effectively and fairly. Environmental policy turns new scientific understandings into measurable environmental impact.

Research at the Centre tackles a wide range of environmental topics with a focus on informing public policy and ensuring the commitments made by government, businesses and civil society to mitigate human impact on nature and natural resources can be upheld. Our work falls within three broad research themes: energy and climate, environmental management, and the human dimensions of environmental change.

We collaborate widely across the College, within the UK and internationally, harnessing global expertise from social scientists, lawyers, economists, policy experts, physical scientists and engineers to produce cutting edge research, teaching and advice on environmental sustainability. Our unique interdisciplinary approach delivers practical and translatable solutions to protect natural ecosystems and minimize the harmful impacts on human health and well-being. Our Centre provides the perfect platform for engaging with key stakeholders and ensures the next generation of students will make significant societal contributions to solving environmental challenges and producing evidence-based, effective and just environmental policy.

www.imperial.ac.uk/environmental-policy


Attendance and absence

Full attendance at all scheduled Master's in Conservation Science and Practice sessions, including online sessions, is expected. You may find successful completion of the assessments very challenging if you do not attend the taught sessions. Should you have any problems attending any part of the programme, you are expected to contact the course director or convener. For online sessions, we expect the same level of contribution as normally expected in in-person sessions. Attendance at all sessions will be monitored.

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

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

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:

 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/

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.

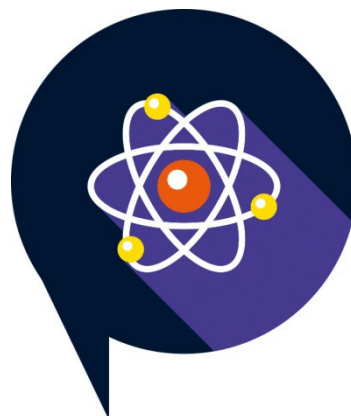
Current feature highlights:

- '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 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/pgt/



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/

2. Programme information

Programme outline and structure

This course is for students interested in entering or propelling their career in conservation, as well as those wishing to progress to a PhD in conservation science. Through learning to collect, analyse and use both social and ecological information, you will gain a truly interdisciplinary understanding of the theory and practice of conservation. You will also learn how to use scientific knowledge to address contemporary conservation problems, draft and assess environmental policy. You will be immersed in the most cutting-edge conservation science and the conservation work of diverse conservation organisations. The course provides a strong quantitative basis for conservation work, including decision theory, conservation planning, statistical computing and modelling.

The programme is delivered by academic and teaching staff from the Centre for Environmental Policy and draws on relevant experts from around Imperial College London, and external researchers and practitioners working to solve conservation problems around the world.

The Masters in Conservation Science and Practice comprises a set of foundational courses which you will do within face-to-face intensive teaching sessions (delivered in two 3-week long in-person intensive teaching sessions) and online, and an independent research thesis. You will be lectured by numerous representatives from conservation NGOs during the course. During your thesis, you will be able to choose research topics linked to their conservation programmes, ensuring that your project contributes to real-world conservation, among other topics.

By the end of the course, you will not only have developed an ability to analyse conservation issues, but you will also know how to put this understanding into action, designing and implementing effective conservation projects. This programme will prepare you for careers in non-governmental and governmental organisations, and businesses interested in conservation and sustainability.

The Master's in Conservation Science aims to equip graduates:

- To meet the world-wide demand for conservation professionals who are both scientifically competent and able to operate effectively within the social and political context that conservation practitioners face.

- To pursue a highly successful career in conservation science, whether it be within academic research, the non-government sector, or publicly funded institutions.
- With a deep understanding of the fundamental principles underlying the conservation of biodiversity, from human and ecological perspectives.
- With the ability to apply the principles, theories and skills required for solving real-world conservation problems.
- With the knowledge and competency to apply the techniques required for the planning of conservation initiatives, the collection and analysis of data, and the use of scientific information in addressing conservation problems.

Programme learning outcomes

On completion of the Masters in Conservation Science and Practice programme you should be able to:

1. apply a broad interdisciplinary understanding of the fundamental drivers of biodiversity loss, and critically evaluate the role of global and local policy in mitigating or stimulating this loss.
2. critically engage with the scientific literature; gather, analyse and synthesise scientific results to determine their strength and validity and, integrate and convert scientific findings to policy recommendations.
3. formulate targeted research questions, design scientific studies and critically engage with the qualitative and quantitative research methods needed to address conservation problems.
4. define a conservation problem and devise and select from a range of problem-solving strategies and tools that help tackle complex problems, considering both trade-offs and ethics.
5. critically assess impacts of conservation projects and design tools that allow for monitoring, evaluation and adapting management.
6. communicate effectively to a range of audiences and using different media such as oral presentations, written reports and scientific publications.
7. lead and coordinate projects, prepare grant proposals, and effectively manage resources and time.
8. learn and work independently and in teams with critical enquiry.

The full MSc Conservation Science and Practice programme specification can be found at:

<https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Learning and teaching strategy

12-month (Full Time) option

The taught component of the Masters in Conservation Science and Practice will be delivered over the Autumn and Spring teams. Each term will comprise a) a three week in-person intensive teaching period, and b) eight online weeks with three to four half day sessions each week. Teaching will be delivered by both Imperial College London faculty and guest lecturers, using a range of methods including: seminars (in person during intensive sessions, pre-recorded and online live during online sessions), tutorials and practical classes (in person during intensive sessions and online during online sessions), fieldwork and fieldtrips.

You will also learn as a cohort through discussions to evaluate the material provided in the seminars and additional reading material, group work exercises (3-5 students) and computer-based exercises

(1-3 students) to practice skills such as prioritisation of conservation initiatives and the design of monitoring and evaluation programs, and formal and informal presentations. You will also be expected to undertake independent learning throughout the course.

You will dedicate the final 5 months of the course to undertaking an individual research project and writing a dissertation.

24-month (Part Time) option

During the first year you will undertake the taught component of the Masters in Conservation Science and Practice over the Autumn and Spring terms. Each term will comprise a) a three week in-person intensive teaching period, and b) eight online weeks with three to four half day sessions each week. Independent work expectations will be halved, and written coursework will be due at later dates than the 12-month option giving you an equivalent time to complete them given your part-time status. The intensive sessions will be the same for both the 12-month and 24-month option. Teaching will be delivered by both Imperial College London faculty and guest lecturers, using a range of methods including: seminars (in person, pre-recorded and online live), tutorials (in person and online), practical classes and fieldwork and fieldtrips.

You will also learn as a cohort through discussions, group work exercises (3-5 students), computer-based exercises (1-3 students) and formal and informal presentations. Students will also be expected to undertake independent learning throughout the course.

During the second year you will dedicate most of your time to undertaking an individual research project and writing a dissertation.

Ensuring inclusivity

To ensure inclusivity, accessibility and mitigate poor internet access, slides and other teaching material will be made available online to download ahead of all sessions, and all sessions will be recorded and automatically captioned. As appropriate, teaching sessions will be sensitively and inclusively designed, comprising breaks, varied activities and different forms of student interaction including individual and group exercises, anonymous polling through Mentimeter and group and class discussions. Teaching staff will offer fortnightly office hours to enable one-on-one support and feedback as far as possible. The course employs a variety of different non-standard assessment types that have been reviewed and designed to permit accommodations for students with specific learning differences. All students will also have access to the courses offered by the Graduate School, which may support the development of some key skills aimed in the programme: doing presentations, writing dissertations, and others (see full offer here: <https://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/>).

Overall Workload

Your overall workload consists of face-to-face sessions, online sessions and independent learning. At Imperial, each ECTS credit taken equates to an expected total study time of 25 hours and the Masters program consists of 90 ECTS credits. Therefore, the expected total study time is 2,250 hours per year, of which 1,125 hours is dedicated to the coursework and 1,125 hours is dedicated to the research project. The taught program is structured in 7 modules and an independent research project. You will complete a portion of the taught material during the intensive training sessions, and a portion of it online.

Roles and responsibilities

Teaching Staff

The MSc Conservation Science and Practice teaching staff are responsible for design and delivery of the taught sessions and asynchronous material you engage with as part of the programme. Individual instructors, module conveners and assessors are responsible for providing you with information about the organisation of the taught material and assessments, and for providing you with feedback on formative and summative assessments. You may ask for advice and further information from your instructors, and they are available for face-to-face and online meetings, and will respond to your emails as soon as they can. In addition, a personal tutor is assigned to every student.

Students

It is your responsibility to record the dates, times, and locations of all synchronous teaching sessions you should attend, undertake pre-session reading or other work as assigned, and engage with asynchronous teaching material in a timely manner. You are responsible for meeting assessment deadlines and ensuring all submitted work is your own and that you have abided by the guidelines on plagiarism. The primary responsibility for managing your progress through the programme rests with you – however, email reminders will be sent about teaching sessions, deadlines and other requirements and you are encouraged to contact the staff if you have any queries.

Teaching and learning

Intensive weeks

Three weeks of in-person teaching are delivered in each of the autumn and spring terms. Each online week consists of full-time teaching sessions, and you should expect to be in teaching sessions between 9am and 5pm every day, with a one hour break for lunch scheduled at some point between 12pm and 2pm. You are expected to attend all in person sessions. These sessions will feature a wide variety of teaching methods to keep things interesting, from lectures and seminars to group work and discussions, to practicals and day trips. There may also be optional evening activities, such as socials, exhibition trips and panel discussions.

The Centre for Environmental Policy runs a lunchtime seminar series from 12pm to 1pm every Wednesday which you may want to attend – this is run hybrid so you can join online as well. The Master's in Environmental Technology also runs a Policy Seminar every Thursday from 5pm to 6pm, followed by drinks – this is in person only.

Online weeks

Eight weeks of online teaching are delivered in each of the autumn and spring terms. Each online week consists of 3-5 synchronous (“live”) sessions – there will always be around 3-4 main teaching sessions, and there may also be journal club, tutorial, assessment or check-in sessions. Online weeks will also incorporate asynchronous activities – pre-session reading or videos, recorded teaching material, practicals and quizzes, for example – and of course you are expected to undertake independent study based on the material you have covered in taught sessions.

Online taught sessions will generally use Zoom; other sessions may use Zoom or Teams. Please ensure that you have both of these installed and are familiar with their basic functionality ahead of the first online week. If you are having any technical problems with Zoom or Teams, you should contact [Imperial ICT](#) in the first instance. See also the [tips for online learning](#).

Learning

You will learn as a cohort through discussions to evaluate the material provided in the seminars and additional reading material, group work exercises and computer-based exercises to practice skills such as prioritisation of conservation initiatives and the design of monitoring and evaluation

programs, as well as formal and informal presentations. As typical for a Master's course, the teaching sessions are intended for a guide and introduction into a wide range of concepts and methods, and you are expected to use this as the basis for undertaking your own independent learning throughout the course. As a guide, Imperial expects that for every hour of teaching time, a Master's student should spend four hours on reading assigned and other texts, assessments and other independent learning.

You are encouraged to make the most of the opportunities offered to you while you are at the Centre for Environmental Policy, including attending weekly research seminars, debates, and policy seminars on Thursday afternoons. If there is an event that many students on the course particularly want to attend but clashes with the schedule, let us know and we will endeavour to accommodate it.

Teaching Materials

All materials for the course will be provided to you through Blackboard. We will endeavour to make all slides and any other teaching material available a few days ahead of teaching sessions. Recordings of all taught sessions will also be made available to those who attended the session. We run an almost entirely paperless course – apart from selected in-person sessions, all course material will be provided digitally only, and we encourage you to avoid printing wherever possible.

Course Modules

A Master's course at Imperial is worth 90 ECTS (European Credit Transfer System) credits. Each module is worth a certain number of ECTS, and you gain these credits if your overall weighted mark for the assessment criteria related to a module meets or exceeds the pass mark, which is always 50%. The ECTS credits for each module are given below: remember – 1 ECTS corresponds with approximately 5 hours of teaching and 20 hours of independent study. All modules on the course are compulsory. The course is comprised of seven taught modules and one independent module. Each module is assessed by one or more assessments, and some assessments assess multiple modules. The proportion of the final mark for each module that is assessed by each assessment is given below.

Note that blackboard modules generally get released when the module starts, so some links may not work yet!

[Introduction to the past, present, and future of biodiversity conservation \(PPF, ENVI70030\)](#)

Autumn Term

This module will allow you to gain an understanding of the history and future of conservation. Conservation is a crisis discipline aimed at mitigating the rapid decline in biodiversity. Conservation focused initially on avoiding extinction of individual species, implementing national parks and protecting iconic places and wildlife. While these remain important, it now involves a much broader range of tools and approaches. You will learn that solving biodiversity problems usually requires an interdisciplinary lens, engagement with a diverse range of sectors including business, government, and academia, and numerous ethical questions, and will be empowered to engage in this complexity.

By the end of the module, you will be able to:

1. Critically discuss key concepts in conservation science (e.g. extinction risk, ecological niche) and how they are used in international conservation efforts.
2. Evaluate the contributions of biodiversity to people and assess the relative importance of their threatening processes.

3. Communicate effectively about a wide range of ethical questions and challenges associated with conservation.

The seminars in this module will start by reviewing the importance of biodiversity loss and extinction risk and how it has progressed from being focused on ecology to become an interdisciplinary field. They will cover key concepts in conservation such as biodiversity measures, population dynamics, population viability, and extinction and quasi extinction risk, niche and habitat concepts, metapopulations, species distribution models, conservation genetics, evolutionary conservation, endemism and invasive species. In a practical session, students will complete an extinction risk assessment based on the IUCN's red list procedure.

Seminars will then delve into the history of conservation and the tools employed (e.g., protected areas, offsets) to achieve conservation objectives and the role of these tools in mitigating current and emerging threats to biodiversity. Students will discuss and critically evaluate the ethics of different approaches to conservation (e.g., triage and compassionate conservation), and the potential impacts of the various tools employed.

ECTS: 5

Summative assessment: Policy Brief

[Navigating the complexities of social-ecological systems \(SES, ENVI70031\)](#)

Autumn Term

Solving conservation problems will require engagement with both the social and ecological sciences, and considering processes occurring at both local, regional and global scales. Conservation problems happen within social-ecological systems which are invariably complex, diverse, and dynamic, meaning a broad suite of different knowledge types is required to achieve conservation outcomes effectively. Understanding conservation problems often means working with and integrating knowledge from various disciplines to diagnose the problem effectively. During this module, you will cross disciplinary boundaries and delve into the complexity needed to tackle local and global conservation challenges.

By the end of the module, you will be able to:

4. Diagnose and assess the major elements of different social-ecological systems, system dynamics and feedback loops and identify critical scientific disciplines that can help solve a particular conservation problem
5. Engage with theories from different disciplines and assess the benefits of an interdisciplinary approach to solve complex conservation problems.
6. Critically discuss the potential challenges and opportunities for solving complex conservation problems using an interdisciplinary lens.

You will delve into the economic, political, social, and ecological theory, which can help understand conservation outcomes and inform conservation decisions. For example, you will learn about social-ecological systems theory, resilience theory, tipping points, predator-prey dynamics, migrations, ecosystem services, wildlife disease epidemiology, rational choice theory, common-pool resource governance theory, and theories from conservation psychology among others.

ECTS: 5

Summative assessment: Group Discussion 1

[Research Methods \(REM, ENVI70034\)](#)

Autumn Term

A sound understanding of principles, concepts and techniques that provide the foundation for ecological and social research is an essential part of the conservation professional's toolkit. In this module, you will learn how to characterise biodiversity and study social systems, and will examine a range of methodological case studies. You will study the principles of hypothesis design, independence, sampling and open science in social and ecological contexts, and be introduced to tools for managing and interpreting data. These skills are critical for empowering conservation practitioners to use evidence in their practice.

By the end of the module, you will be able to:

9. Design a robust research plan to answer a conservation-relevant question including, developing a strong experimental design, reflecting on how different types of data (e.g., from the field, citizen science, or from remotely sensed data) are important and can complement each other.
10. Engage with and practice open science
11. Design and implement effective tools to collect data in accordance with research ethics considerations.
12. Interpret simple analyses with the quantitative and qualitative data collected.

You will be exposed to different experimental designs, research techniques, and ethics permission processes during various lectures and seminars. For example, they will learn techniques for estimating species abundance and movement, assessing ecosystem integrity, and mapping species distributions. The you will also practice some of the critical techniques used in conservation practice, such as writing survey questions, undertaking interviews, Q methodology, undertaking a Population Viability Analysis and analysing qualitative data during group activities.

ECTS: 7.5

Summative assessments: Grant Proposal (80%), Mini Project (20%)

[Conservation Actions and Interventions \(CAI, ENVI70035\)](#)

Autumn and Spring Terms

With limited time and resources to save biodiversity, those working in conservation need to be able to respond effectively, efficiently, and appropriately to the major challenges and problems facing the natural world. In this module, you will be exposed to key tools and actions that are being used in conservation and critically examine their ability to meet pre-defined goals and contribute to positive conservation efforts for both nature and humanity. As part of this module, you will also gain an appreciation of the importance of the monitoring and evaluation, evidence-based and evidence-informed conservation, to ensure conservation practitioners design their conservation projects for success and re-evaluate their actions to improve them over time.

By the end of the module, you will be able to:

13. Assess existing and emerging complex conservation problems and relate them to drivers of global change.
14. Compare and critically evaluate various conservation tools for solving complex conservation problems, including protected area planning, species management, restoration and reintroduction, financial incentives, offsets, and ex situ conservation.
15. Develop a monitoring and evaluation plan to assess the diversity of outcomes and impacts of conservation projects, define and measure effectiveness, and monitor progress.

Through a range of lectures, seminars, tutorials, and groups work, you will learn how to define project goals, objectives, and activities and develop measurable indicators to track progress towards those goals. Lecturers will provide a range of real case studies that use theories of change to understand and monitor their progress. You will also be introduced to the challenges of assessing impacts and

techniques such as quasi-experimental designs, control charts and counterfactuals that help overcome these challenges.

ECTS: 7.5

Summative assessments: Grant Proposal (20%), Group Discussion 2 (80%)

[Implementing conservation practice through projects and partnerships \(PMP, ENVI70036\)](#)

Autumn and Spring Terms

The ability to fund, manage and deliver projects is critical for conservation practice and research. The ability to do so often depends on translating challenges to opportunities, effective leadership, communication, willingness, the capacity to collaborate, and impeccable organisational skills. This module will provide training and knowledge of how conservation practitioners put these skills into practice to implement effective conservation, as well as the challenges they face doing so.

By the end of the module, you will be able to:

16. Critically evaluate and identify numerous techniques for improving the effectiveness of conservation initiatives.
17. Reflect upon your personal leadership strengths and weaknesses based on case studies of effective conservation leadership.
18. Advocate and negotiate effectively and manage partnerships and social networks to develop strategies
19. Create and manage budgets.
20. Develop management plans with tools, such as Gantt charts and log frames, effectively.

This module is practical and self-reflective. You will learn from case studies on effective conservation leadership and engage in numerous exercises to practice their own leadership, negotiation, stakeholder mapping and project management skills. They will also work within tutor groups to reflect on the lesson learned and their strengths and weaknesses, developing a plan to build their skills further and the partnerships they need for the next steps in their career.

ECTS: 7.5

Summative assessment: Challenge Team

[Effective Decisions for Solving Conservation Problems \(EDM, ENVI70033\)](#)

Spring Term

Effective conservation programs require individual people, teams, and organizations to make a myriad of decisions, the outcomes of which collectively influence the success of these initiatives. Ensuring that these decisions are defensible is essential because achieving conservation outcomes invariably requires trading-offs among different and sometimes competing values, costs, and benefits of various stakeholder groups. In this module you will learn about different techniques for effective decision-making, some of which are increasingly employed by conservation organisations and others which can make their decision better.

By the end of the module, you will be able to:

7. Justify where the deployment of strategic decision-making techniques can prove useful.
8. Apply structured decision making to solve conservation problems, including for prioritizing species to protect restore and monitor, and critique the results.

You will learn about the myriad of decisions made every day that will influence a conservation project's effectiveness. These decisions will be made by people with various roles and based on different types and levels of evidence. You will learn how to use structured decision making to inform these numerous decisions. You will be exposed to various tools used to inform conservation investments, including systematic conservation planning, project prioritisation protocol, and optimal monitoring. You will learn how to analyse trade-offs and engage with discussions on triage, and optimising versus satisficing.

ECTS: 5

Summative assessment: EDM Presentation

[Inference & Estimation \(IAE, ENVI70037\)](#)

Spring Term

Understanding the statistical principles of estimation and inference are crucial for modern quantitative research. This module will teach the concepts and techniques that underpin systematic literature reviews, empirical data analyses and meta-analysis. Using the freely available statistical software R, you will learn how to efficiently and reproducibly manipulate, explore and visualise data. We will review a core set of statistical methods that are of wide use in both social and ecological research. You will learn how to test hypotheses and make estimates based on existing information. The examples will focus on applied conservation problems and involve both spatial and temporal dimensions.

By the end of the module, you will be able to:

21. Analyse quantitative data, including: Organise data in spreadsheets and use R for data exploration, use R for data visualization, write and debug efficient R scripts and functions, use R packages.
22. Understand your data and uncertainties associated to it, including assessing the internal and external validity of your data, analysing the distribution of your data, describing type 1 and type 2 errors and using data to test social and ecological theory
23. Understand statistical inferences, estimation and confidence intervals and select and carry out appropriate statistical analyses to test social and ecological theory.

This module will be delivered in person and online through seminars, practical exercises, and tutorial groups. You will be given a range of activities which they will have a set timeframe to complete. You will be expected to undertake practical exercises before meeting with tutorial groups. Tutorial groups will be used to problem solve and discuss exercises.

ECTS: 7.5

Summative assessment: Mini Project

[Independent Research Project \(IRP, ENVI70038\)](#)

Summer Term

You will undertake a four month independent research project from the 1st of April until September (terms 3 & 4), supervised by a member of staff. This will give you the opportunity to gain a deeper academic understanding of an area of personal interest in conservation science. You may have the opportunity to work with academic research groups, on projects proposed or supported by external partners, or develop your own projects. It is expected that you will be able to draw novel insights from your area of study.

By the end of this module you will be able to:

- Apply appropriate methodology to conduct a small-scale research project
- Critically engage with a range of quantitative and qualitative research literature and methods
- Draw out original insights from their research
- Understand and communicate how your research contributes to conservation science and practice
- Present your findings in written format
- Plan and take responsibility for your own learning

The specific module content will vary depending on the research project that you choose; this will determine the choice of methodology available. Generally the module will include: appropriate research design; a critical engagement with relevant literature and methodology; and collection and analysis of data; presentation of findings.

ECTS: 45

Summative assessments: Thesis Report (80%), Thesis Viva (10%), Thesis Presentation (10%)

3. Assessment

Your progress throughout the course is evaluated through **formative** and **summative** assessments. Our assessments are designed to emulate a variety of real-world tasks, with the aim of building and testing skills that are useful for conservational professionals across science, practice and policy. Some assessments are undertaken as part of a group, while others you will do individually. You will frequently review and provide feedback on each others' work, and you will always receive feedback from instructors. See below for guidance about group work and peer feedback.

All summative assessments require a submission on Blackboard - see below for more details on this. Formative assessments that involve producing a piece of writing will generally be submitted on Blackboard; formative presentations do not require a submission.

Formative assessments are generally smaller in scale, linked to a specific teaching session or set of teaching sessions. and you will receive feedback and sometimes a mark. Formative assessments are designed to help you consolidate and further guide your learning, and do not count towards the final mark of the course.

Summative assessments synthesise knowledge and understanding you have developed from across the sessions in a module and may also synthesise teaching from across multiple modules. Each summative assessment is linked directly to one or more of the learning objectives of a module and these links are noted in the rubric. The topics assessed by a piece of coursework will be revisited in class when the assessment is set, and while you are working on it there will be at least one dedicated assessment Q&A/support session. Summative assessments count towards your final mark for the course, so you must follow various requirements such as meeting deadlines, appropriate citation and so on - all detailed below. You will always receive both a provisional mark and compiled feedback for summative assessment.

Questions about assessments should generally be asked on the [discussion board](#), which can be anonymous if you like. If you are struggling with an assessment, do talk to a member of staff - see the [pastoral care](#) page. Remember, extensions for summative assessments require a [mitigating circumstances](#) application; requests for extensions to formative assessment deadlines should go directly to the teaching team on consciprac@imperial.ac.uk.

Further information and guidance on written assessments, presentations and group work can be found on this [Blackboard](#) under the '**Assessment guidance**' section.

Submitting summative assessments

All summative assessments require a submission to TurnItIn via Blackboard, as detailed in the table below. Note that some assessments may comprise multiple components with different requirements.

Assessment type	Blind marking	Must submit	May submit
Written <i>Policy Brief, Grant Proposal, Mini Project, Independent Project Thesis</i>	<i>Policy Brief, Grant Proposal, Mini Project:</i> Yes – do not include your name in the submitted material <i>Project Thesis:</i> No - this is the only time you can include your name	Written coursework in doc, docx or pdf format	Appendices, where permitted, in the same document Transcriptions of any text included in the main document as an image (see below)
Poster <i>Team Challenge</i>	No - but you should still not include your name in the submitted material	Poster in pdf format	
Presentation <i>EDM Presentation, Independent Project Presentation</i>		Presentation slides in pdf format	Speaking notes at the end of the pdf document
Oral <i>Group Discussion 1, Group Discussion 2, Independent Project Viva</i>		Placeholder sheet in doc, docx or pdf format	Speaking notes at the end of the document
Video <i>Team Challenge</i>		Transcription of video/podcast in doc, docx or pdf format	

Whenever we can, we implement blind marking - i.e. we mark work without knowing who produced it. This is obviously only possible for some assessments, and is not an absolute requirement - for example, if you wish to discuss the topic of an assessment with an instructor, you always can. All assessments are double marked - i.e. marked by two "examiners".

All submissions are also reviewed by an external examiner. For this reason, you should never include your name in your assessment - this includes slides, cover pages, posters, videos. When you submit work, you should always use your CID as the file name, unless it's a group assessment - in which case, use your group name.

Plagiarism checking using TurnItIn

You are required to submit something to TurnItIn for all summative assessments and this submission is checked for plagiarism using TurnItIn's similarity checking tool.

Machine-readability

You must ensure that all text is machine-readable. The only permissible exceptions are graph axis labels, graph legends and graph annotations. If you're not sure text is machine-readable, try to

highlight it using your your cursor - if you can highlight the individual letters, then it's machine-readable. If you're creating tables or diagrams in specialised software, you have three options:

- Export the table or diagram as pdf, then combine this with a pdf of the written portion of your assessment. This is the best option for the budget table of the grant proposal, for example
- Export the diagram as an svg, if this is supported. This is a vector image format which preserves text. This is a good option if you're using a diagram tool like diagrams.net
- Add the diagram or table as an image into your main document, then **also** include the text at the end of your submission. You could do this by exporting the table or diagram as a CSV, then opening the CSV file in notepad and copying the contents to the end of your document. [This is the best option for Miro boards.](#)

Speaking notes

For any assessments where you are assessed on what you say to an examiner, we need to ensure that you are not plagiarising by reading out material that you did not write. Therefore, you must submit any material you use as speaking notes alongside your poster, presentation, video or oral assessment placeholder sheet. This includes both text from literature or other resources that you paraphrase, or notes that you write. If you don't use any notes, or use only material submitted elsewhere (e.g. your thesis), you do not need to submit speaking notes. For presentations, if you use powerpoint speaking notes you must also copy these notes to slides at the end of your presentation; TurnItIn cannot read this section. If you appear to be reading out during the assessment, but do not submit any speaking notes, this will prompt a plagiarism investigation - so always err on the side of caution and submit anything you use. Your speaking notes are not marked and are only checked over for any plagiarism flags on TurnItIn.

Submission deadlines

For written, poster and video assessments, the definitive time of submission will be taken as the time that the electronic version is received. For presentation and oral assessments, the definitive time of submission is your presentation, discussion or viva time.

The teaching team are not able to grant individual requests for extensions for summative assessments. If extenuating circumstances may prevent you from submitting your work on time, you should submit a mitigating circumstances request - see information about that, including how to submit a request, [here](#). If you hand in coursework late without mitigating circumstances, marking of the coursework will follow College regulations: submissions received within 24 hours of the submission date will be marked, but marks will be capped at 50%; submissions received after this time will receive 0%.

All assessments will have a word, page or time limit as appropriate. Markers will not assess any part of your work that exceeds any word or page limit. Exceeding time limits in presentations and discussions will generally attract lower marks for the oral skills component of an assessment.

Note that the deadlines for some assessments differ between full and part time students, which will be made clear when setting each assessment.

Marking and feedback

All summative assessments are double marked, and are blind-marked where possible. These mean that two markers independently mark your work, and if there are discrepancies between the two

marks, then they will be discussed and a justified overall mark will be agreed. Markers will also write feedback on your assessment.

Rubrics for all assessments are shown on blackboard - these are preliminary until the assessment is set, at which point the final rubric is confirmed and won't change. You should always carefully review the rubric when undertaking your assessment, particularly the aspects required for the top marks and the weighting of different criteria. A rubric is a table where rows are marking criteria – specific parts of the assessment, often linked directly to one or more learning objectives for a module. Columns are marks, and the cells of the rubric describe the requirements that your assessment must meet in order to gain that mark. Note that in most cases, there are multiple requirements for a given criterion and mark – your assessment will gain the highest mark for a criterion where all requirements are met. All rubrics are available at the end of this guidebook and online – you should thoroughly read the rubric for each assessment.

You will receive feedback for all assessments and provisional marks for all summative assessments. You can generally expect to receive provisional marks and feedback within 2 weeks of submission for written assessments, and within one week of assessment for all other assessments. Note that according to College Regulations, provisional marks and feedback for the Independent Project module do not follow these timelines and are released at the same time as your final confirmed mark for the course.

All marks you receive for summative assessments are provisional until discussed and agreed upon at the Board of Examiners meeting at the end of the academic year. After this meeting, your final marks are submitted to College Registry, who will then release them to you.

Generative AI

Use of generative AI tools, such as ChatGPT is under review by the College and we will follow regulations and policies as they are published. See [here](#) for more information.

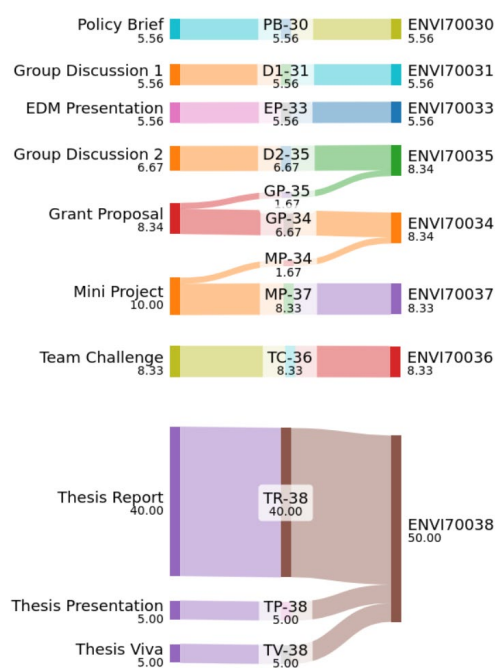
In the meantime, and noting that this guidance is likely to be superseded by College policy at some point soon, our course policies are as follows:

- Don't submit text from generative AIs as your own work. You should ensure your submitted assessments reflect your own ideas and abilities, using whatever tools you find useful to undertake your work more effectively. We believe that generative AI is one of many tools you could use during the development and planning of work, but you should never submit any text generated by an AI as your own work. Doing so is plagiarism, and will be detected and dealt with in line with the College's policies on plagiarism.
- Always supply URLs in reference lists. Generative AI has been known to generate false citations and references. For this reason, as well as it being good practice, all reference sections must include a URL for every single reference except unpublished work or personal communications. We recommend a DOI URL. An assessment containing references without a URL, apart from those exceptions, will attract a 0 mark for the referencing criterion and will be examined more closely for issues of plagiarism. If you cannot provide a URL for a reference for another reason, you should contact the assessment convener.

You can find further information and guidance on the use of Generative AI from the library here: <https://www.imperial.ac.uk/admin-services/library/learning-support/generative-ai-guidance/>

How marks are calculated

Your overall final mark for the course will be equivalent to the overall weighted average of the final confirmed marks for each module. Each module contributes to your final programme mark depending on the number of ECTS credits it is worth. Modules on this programme are worth 5, 7.5 or 45 credits for a total of 90 credits across the whole programme. Most modules are assessed by one summative assessment, but a few are assessed by two or three. College Regulations require that you receive an aggregate mark for each module and that you pass all modules in order to complete the course. Individual module marks are calculated from the weighted average of components from one or more assessments. To see how the marks for each of the ten summative assessments contribute to your final grade, see the below diagram:



Each assessment is shown on the left hand side of this Sankey diagram, and the modules shown on the right. The percentage each module contributes to your final grade is shown below the module code (to two decimal places - note that the amounts for some modules are off by 0.01 due to rounding errors). You can see that some assessments - the Grant Proposal and the Mini Project - assess two different modules, and some modules are assessed by two (ENVI70034, ENVI70035) or three (ENVI70038) assessments. The effective contribution of each assessment to your final grade is shown below the assessment name. You can ignore the codes in the centre of the figure.

All marks you receive throughout the year are provisional marks, pending confirmation by the Board of Examiners at the end of the year. Once marks are confirmed, you will then be awarded a degree classification. You are awarded a class of degree based on your overall mark and your mark in the Independent Project module. To be awarded a given classification, you **must** receive that mark both over the whole programme **and** in the independent project module.

1. Distinction: an overall mark of at least 70% for the programme and a module mark of at least 70% for the independent project module
2. Merit: an overall mark of at least 60% for the programme and a module mark of at least 60% for the independent project module, but less than 70% in either or both of the programme and independent project

3. Pass: an overall mark of at least 50% for the programme and a module mark of at least 50% for the independent project module, but less than 60% in either or both of the programme and independent project

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/

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.

Imperial requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Early Career Researcher Institute's website:

 www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/

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

 www.imperial.ac.uk/admin-services/ict/self-service/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 be 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, contract cheating, purchasing essays or other materials 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



Dr Morena Mills



Dr Thomas J. Creedy



Dr Tilly Collins

External Examiners



Dr Howard P. Nelson, Department of Geography, University of Cambridge

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.

The individual External Examiner reports for your programme/department are available from your department.

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

Centre for Environmental Policy

Weeks Building
16-18 Prince's Gardens
London, SW7 1NE

Location and orientation of the department

Weeks Building provides the focal point of the Master's in Conservation Science and Practice. We are located on the opposite side of Exhibition Road to the main campus, close to the Ethos Sports Centre, on the north side of Prince's Gardens. There is a shop and Eastside Bar/cafe opposite the buildings in Prince's Gardens.

CEP also has a suite of teaching rooms in the Sherfield Building (SHER Rooms 164-170).

Computer access is available in Room B01 (In the basement of Weeks Building), and print jobs can be sent to various printers in the department and around the campus.

The Department's Administrative/ Postgraduate Office is located on the ground floor of Weeks Building, Room G01, opposite the main entrance and is open Monday-Friday, 9am-5pm.

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

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. 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 enrolled on a one-year full-time postgraduate programme, you are permitted to work full-time during the university Christmas and Easter closure period, as well as after the official course end date. Please note that one-year full-time postgraduate students are not considered on vacation during the summer months. You can only work full-time during the summer if you are undertaking an assessed work placements that is a formal part of your programme.

 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 supervisor or Personal/Senior Personal Postgraduate 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 part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

8. Health and Safety

Keeping you safe is a top priority for us. 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/

Your Departmental safety contact is:

 Kate Grimwood

 Weeks Building, Room G01

 k.grimwood@imperial.ac.uk

You are required to complete the below induction to safely complete this course. This must be completed by Monday 7th October:

- [Introduction to Safety at Imperial](#)

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.

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

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

Academic Feedback Policy

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

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

You will generally receive feedback for submission-based coursework assessments (written, video, poster) within two weeks of the submission date, and for live-assessed coursework assessments (presentations, discussions) one week of the assessment date. You will receive a provisional mark for summative assessments at the same time as receiving feedback. All marks remain provisional until confirmed by the Board of Examiners at the end of the academic year. Note that this excludes feedback and marks related to assessments of the Independent Research Project, under College policy these are not released until after the Board of Examiners meeting.


Assessment	Feedback & Provisional Mark	Final Mark
Policy Brief	Two weeks after submission	After Board of Examiners Meeting at the end of the academic year
Group Discussion 1	One week after assessment	
Presentation 1	One week after assessment	
Grant Proposal	Two weeks after submission	
Mini Project	Two weeks after submission	
Team Challenge	Two weeks after submission	
Presentation 2	One week after assessment	
Group Discussion 2	One week after assessment	
Thesis Report	After Board of Examiners	
Thesis Presentation	After Board of Examiners	
Thesis Viva	After Board of Examiners	

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/markings-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:


 www.imperial.ac.uk/environmental-policy/study/msc-conservation-science-and-practice/mitigating-circumstances/

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

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

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 student's 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

Mutual Expectations

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

the document further to suit. It is also recommended that students and their project supervisors re-visit the document throughout the duration of the project.

The Mutual Expectations document is available here:

 www.bb.imperial.ac.uk/bbcswebdav/xid-12494962_1

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.

Your Personal Tutor

Your [personal tutor](#) is an academic at the department who is also responsible for pastoral care. You will be assigned a personal tutor at the beginning of your time at Imperial. Your personal tutor is your first port of call if you have concerns that can't be addressed by the Student Support Zone. You will meet with your personal tutor one-on-one twice each term to check in.

On the MSc Conservation Science and Practice, your personal tutor will be one of the programme teaching team. This is to ensure that your personal tutor is familiar with the programme taught content and assessments, as other academics in CEP won't generally know much about how ConSciPrac works. However, we realise that may make it harder to go to your personal tutor for some topics - in this case, you can always get in touch with the Senior Tutor

Senior Tutor

The CEP Senior Tutor is Dr Alex Collins. Your personal tutor may suggest getting Alex involved if you have an issue that is more complex, and you are always able to go directly to Alex if you have a concern that you can't bring to your personal tutor. Other than teaching a couple of sessions on the course, Alex is not involved in the running of ConSciPrac and is not involved in assessments.

Faculty Wellbeing Advisor

The Faculty of Natural Sciences (which CEP sits within) has a student wellbeing advice team. They are independent of the teaching and administrative team and can provide a range of advice and signposting. You can book an appointment with them on their [page](#).

Mental Health First Aid

A mental health firstaider is not a therapist, but is someone who has training in supporting those experiencing mental health issues and providing initial support, often in the form of signposting towards other care. CEP's mental health first aider is Roisin Armstrong, whom you can email at roisin.armstrong@imperial.ac.uk, message on [Teams](#), or call on 020 7594 3404.

Disabilities and Specific Learning Differences

Departmental Disability Officers

Departmental Disability Officers are the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Departmental Disability Officer is: Dr Alex Collins
Email: alexandra.collins@imperial.ac.uk

More information on Departmental Disability Officers is available at:



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

If you have or suspect you have a disability or specific learning difference, Imperial has systems in place to provide support. This covers a wide range of things, including:

- Dyslexia, dyspraxia and dyscalculia
- Neurodivergences
- Mental health conditions
- Physical health conditions

The [Disability Advisory Service](#) is the first place to go for help and advice, although be aware they are very busy at the start of the year. You can also seek help from the departmental disability officer, who is the senior Tutor Alex Collins (see above), or your personal tutor.

Diagnosis

If you suspect you have a disability or specific learning difference, but don't currently have a diagnosis, the Disability Advisory Service can provide advice on how to get a diagnosis. Evidence of a disability or specific learning difference is required before adjustments to assessments can be put in place.

Adjustments to assessments

If you require adjustments to assessments to account for your disability or specific learning difference, such as extra time, you should book an appointment with the Disability Advisory Service (DAS) [here](#). Once you have met with them and reviewed your evidence, they will issue a document called a "Suggested Reasonable Accommodations Document" (SRAD). This will be sent to you and the Senior Tutor in CEP. You should review this document to double check it covers everything you expect it to. We recommend you send the "Accommodations" section to the teaching team at consciprac@imperial.ac.uk so that we're aware of the accommodations you need. The teaching team does not need any of the other detail - we don't need to know what disability or specific learning difference you have unless you want to tell us, we only **need** to see the accommodations section

At busy times of the year, DAS may not be able to provide you with an appointment before the next scheduled assessment. In this case, we have some flexibility to put in place some accommodations temporarily pending the formal SRAD - you should speak to your personal tutor in the first instance.

Extensions

At Imperial, the policy is that disabilities and specific learning difference are generally not grounds for extensions to deadlines for coursework assessments (i.e. non-exams) by default. This is based on the fact that the accommodations recommended by the SRAD are sufficient to "level the playing field" such that extensions are not needed. However, if your disability or specific learning difference results in a specific, acute short-term flare-up that has a disproportionate impact on an assessment that the accommodations are not sufficient to ameliorate, this may be grounds for an extension, and you should apply for Mitigating Circumstances - see below.

Extensions and Mitigating Circumstances

If you encounter a serious, unforeseeable and uncontrollable situation during a summative assessment, you can apply to the department for mitigation to minimise the impact of the situation on your assessment performance. This is known at Imperial as the "Mitigating Circumstances" process. One common form of mitigation offered is extensions to the assessment deadline.

There is detailed guidance to the Mitigating Circumstances process on the [department's website](#), including all the details you need to make an application. It is strongly recommended that you discuss with your personal tutor or the senior tutor (see above) for advice before submitting a Mitigating Circumstances application.

Note that you do not need to complete this process for formative assessments - you should contact the teaching team directly to request an extension to formative assessments.

Postgraduate coaching

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



www.imperial.ac.uk/students/academic-support/graduate-school/wellbeing-and-support/coaching/

Attributes and Aspiration Short Course

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

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



www.imperial.ac.uk/students/attributes-and-aspirations

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](http://www.imperialcollegeunion.org/advice) 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 STEMM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the 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

Accommodation

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 3300

 accommodation@imperial.ac.uk

 www.imperial.ac.uk/students/accommodation/prospective/pg/

 www.imperial.ac.uk/students/accommodation/private-accommodation/

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

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

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

Student hustings for **MSc Conservation Science and Practice Student Representatives** will be held in the first week of the Autumn Term. If you are interested in standing as a representative, please be ready to say a few words at the hustings scheduled in your timetable and/or contact consciprac@imperial.ac.uk.

We hold student representative elections following student hustings in the first week. Student reps are elected using the Single Transferable Vote (STV) proportional electoral system. We actively encourage candidates to stand from across the community. Other volunteers are welcome for other CEP Committees and to help with social functions.

14. Student Surveys

Your feedback is important to your department, university and Imperial College Union. Whilst there are a variety of ways to give your 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. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.

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

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

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

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

Opportunities for further study

Careers guidance is provided throughout the year. A number of students continue with PhD studies within the Department, College or other institutions.

Social media

Follow us on social media to stay updated about events, opportunities and news!

Centre for Environmental Policy

- Instagram [@centreforenvironmentalpolicy](https://www.instagram.com/centreforenvironmentalpolicy)
- X (Twitter) [@IC_CEP](https://twitter.com/IC_CEP)
- Find us on [LinkedIn](https://www.linkedin.com/company/centreforenvironmentalpolicy)

Faculty of Natural Sciences

- Instagram [@imperialcollegescience](https://www.instagram.com/imperialcollegescience)
- X (Twitter) [@ImperialSci](https://twitter.com/ImperialSci)

Imperial College London

- TikTok [@imperialcollege](https://www.tiktok.com/@imperialcollege)
- Instagram [@imperialcollege](https://www.instagram.com/imperialcollege)
- X (Twitter) [@imperialcollege](https://twitter.com/imperialcollege)