

# Imperial College London

Faculty of Engineering  
Department of Bioengineering

MEng Molecular Bioengineering  
Year 3

## Student Handbook

2022-23



# Contents

<b>Welcome to the College</b> .....	<b>1</b>
<b>1. Introduction to the Department</b> .....	<b>4</b>
Welcome from Head of Department .....	4
Welcome from Undergraduate Student Representative.....	5
Welcome from Bioengineering Society .....	6
Key Academic Staff .....	7
Technical staff .....	9
Using this handbook.....	10
Important Procedures.....	10
Attendance and absence.....	11
Who to speak to if you need help? .....	14
Key dates 2022–23 .....	17
<b>2. Programme information</b> .....	<b>17</b>
Your student journey .....	17
Overview of programme .....	18
Programme Learning Outcomes .....	19
Programme Structure .....	20
Modules .....	20
Learning and Teaching approach.....	20
Professional skills development .....	21
Selecting elective modules.....	21
Year in Industry & Year Abroad.....	22
Timetables .....	22
Reading lists .....	22
Reading week .....	22
Competency Standards.....	23
Module Descriptors .....	23
Horizons.....	23
Imperial Mobile app.....	23
Welcome to Imperial app.....	23
Imperial Success Guide .....	24
<b>3. Accreditation</b> .....	<b>24</b>
<b>4. Assessment</b> .....	<b>26</b>
Rules of Progression.....	27
Accessing past examination papers .....	30

	Resit re-entry rules.....	30
	Missed Exams.....	30
	Marking of examinations .....	30
	Moderation policy .....	31
	Assessment of project work .....	31
	Coursework.....	31
	Progress tests .....	32
	College policy on exams and religious obligations.....	32
<b>5.</b>	<b>Board of Examiners.....</b>	<b>36</b>
<b>6.</b>	<b>Location and facilities.....</b>	<b>37</b>
<b>7.</b>	<b>Departmental life and extracurricular activities .....</b>	<b>41</b>
	Seminar programme .....	41
	Outreach .....	42
	Prizes and awards in the Department.....	42
	The Royal Academy’s Engineering Leadership Standard Awards’ Scheme .....	42
	Imperial College Union Bioengineering Society .....	42
	Imperial College Union-Engineering Students’ Association .....	42
	Engineers Without Borders Society (EWB-UK) .....	43
	Other activities .....	43
<b>8.</b>	<b>Placements .....</b>	<b>44</b>
<b>9.</b>	<b>Undergraduate Research Opportunities Programme .....</b>	<b>45</b>
<b>10.</b>	<b>Working while studying .....</b>	<b>47</b>
	Undergraduate Teaching Assistants.....	47
<b>11.</b>	<b>Bursaries and Scholarships .....</b>	<b>47</b>
<b>12.</b>	<b>Health and Safety .....</b>	<b>48</b>
	The College Safety Department .....	48
	Occupational Health requirements .....	49
	In the Department .....	49
	Emergency procedures .....	50
	Fire alarms.....	50
	Building evacuation.....	50
	First aid .....	51
	Evacuation routes.....	52
	Safety Induction.....	53
	Laboratories and Workshops.....	53
	Practical Classes.....	53
	Accidents and Near Misses .....	53
	First Aiders .....	53

<b>13.</b>	<b>College Policies and Procedures .....</b>	<b>55</b>
	Regulations for Students .....	55
	Academic Feedback Policy .....	55
	Provisional Marks Guidance.....	56
	Late Submission Policy .....	56
	Mitigating Circumstances .....	57
	Academic Misconduct Policy and Procedures .....	59
	Unsatisfactory Engagement .....	59
	Academic Appeals Procedure .....	59
	Arithmetic Marks Check .....	60
	Student Complaints.....	60
	Student Disciplinary Procedure .....	60
	Intellectual Property Rights Policy .....	60
	Use of IT Facilities.....	60
	Trusted contact scheme .....	61
	General Data Protection Regulation (GDPR) .....	61
<b>14.</b>	<b>Animal research .....</b>	<b>62</b>
<b>15.</b>	<b>Wellbeing, support and advice .....</b>	<b>63</b>
	In your department .....	63
	International Students .....	65
	In your hall of residence .....	67
	Your Union.....	67
	Student Hub.....	68
	Student Support Zone .....	68
	Useful support contacts.....	68
<b>16.</b>	<b>Student Administration .....</b>	<b>71</b>
<b>17.</b>	<b>Work-life balance.....</b>	<b>72</b>
	Imperial College Union .....	72
	Move Imperial .....	72
<b>18.</b>	<b>Student feedback and representation.....</b>	<b>73</b>
	Feedback from students.....	73
	Student representation .....	74
	Staff-Student Committee .....	74
<b>19.</b>	<b>Student Surveys .....</b>	<b>75</b>
<b>20.</b>	<b>And finally.....</b>	<b>76</b>
	Alumni services .....	76
	Staying in touch.....	76
	Opportunities for further study .....	76

## Welcome to the College

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

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

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



We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department.

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

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

## Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles' a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

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

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

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

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

### **Imperial students should:**

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

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

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



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

## Introduction from the President of Imperial College Union



Welcome to Imperial!

Many congratulations on making it here. Imperial is one of the world's most prestigious universities and studying here will give you opportunities you wouldn't have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both - working with others and seeking out opportunities beyond your course is what makes a degree here worthwhile.

Imperial has plenty to offer outside your degree too, giving you the chance to try something new. London is a multi-faceted and diverse city where almost anything you could want is only a walk, bike, or tube ride away. We're right next to some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union - the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. We also have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs & societies and training student reps. The Union has been working hard to protect your interests and improve Imperial's offering to students post-pandemic, and we will continue to do so over the course of the coming academic year.

The Union also runs the Advice Centre, 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](mailto:advice@imperial.ac.uk).

University is a new stage of life. You're in a place where you have a good degree of control over what you do. Take advantage of this: consider running in our Autumn Elections, be sure to join a society or two, and above all, make your voice heard. If there's something you want to see changed, we can work together to make it happen.

No matter what problems you have or opportunities you're looking for, we're here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

I hope you have a fantastic year!

Hayley Wong

Imperial College Union President 2022-23



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)

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

# 1. Introduction to the Department

## Welcome from Head of Department



Welcome to the Department of Bioengineering at Imperial College London! I'd like to congratulate you on gaining admission to the undergraduate program at Imperial, where we have world class research supported by excellent facilities to support your studies. In particular bioengineering is an exciting field at the intersection of engineering, medicine, and the life sciences. We, in the Department of Bioengineering have a wide variety of research themes with programs that focus on making sure people are fit and healthy, designing therapeutic solutions and addressing wider environmental challenges that impact on our daily life. As society emerges from the shadow of a global pandemic, bioengineering is well-positioned to not only address the problems that currently exist, but also ensure that we are prepared for future. Leading researchers and alumni from our department have already played their part in combating the pandemic through influencing policy, practice, and technology for patient benefit and we are truly proud of their achievements. Through your own studies you will be exploring the cutting edge of future developments with the potential to have wide reaching and perpetual impact on the human race.

So, although the Department of Bioengineering has a history that goes back to the 1960s, we are very focussed on the future of this growing and exciting field of engineering. I hope that you will be inspired by the enthusiasm within the Department and create long lasting relationships, both as colleagues and friends, that will persist long after you have left Imperial. On behalf of the Department, I wish you all the best during your studies here.

**Dr Rylie Green**

**Head of Department**

October 2022



## Welcome from Undergraduate Student Representative



Dear Bioengineers,

Massive congratulations for making it to Bioengineering at Imperial!

My name is Rea and I am the Bioengineering Departmental Academic Representative. Alongside my fellow reps, our goal is to ensure that we channel the student voice and feedback into decisions that positively affect our educational experience.

In the next couple of years, you will find yourself immersed in some of the most satisfying and challenging intellectual pursuits of your life, surrounded by some of the brightest minds of Europe and the world at large. While this is an extremely exciting position to be in, it can also be quite daunting to balance academic requirements, make new friends, and (for many of us) start a new life in a new country far away from all our loved ones.

While you may already be aware of Imperial's long standing reputation in STEM, you will soon realise that your university experience will be defined by so much more than just academics; You will live in the centre of one of the most vibrant capitals in the world, take up new hobbies through 380+ Imperial clubs and societies, enjoy residential activities in halls, and in the process meet friends that will turn into family and make memories that you will cherish for life.

With this abundance of avenues for you to explore, remember that Bioengineering will always be your home. Apart from our rep team who will always be there to address your concerns, you will have an army of fellow students, the bioengineering society, as well as academic and support staff who will guide you, cheer for you, and support you when times get rough.

Welcome to Imperial, to Bioengineering, and to one of the most challenging, thrilling and fulfilling journeys of your life. We can't wait to meet you and share this ride together.

Yours,

Rea Tresa

Undergraduate Student Representative 2022-23

## Welcome from Bioengineering Society



The Imperial College Bioengineering Society would like to welcome you into the 2022-2023 academic year! We like to think of the student body as one big family, so whether you are a returning student familiar with the Society, or an incoming fresher, we are so glad you are part of the Bioengineering family!

The Society is a place for you to get to know your peers, unwind after a long day of lectures, but also to discover exciting opportunities and enrich your knowledge. The committee is dedicated to providing you with a wide range of events that will truly enhance your university experience.

Throughout the year, you will be invited to all of our events: be they Social (such as the famous Christmas Dinner!), Wellbeing (did someone say Therapy Dogs?), Academic (where you will develop the skills you need to succeed), and Industrial (networking opportunities abound). The Society cares about your experience and preferences, so we are always open to hearing from you about events and other activities you wish to see us deliver!

On behalf of the entire committee, I wish you a fruitful year in the Department, full of academic accomplishments and happy memories with friends! To keep up to date with the Society or if you want to reach out, check out the links below!

President: Ioana Esanu

Email: [bgsoc@ic.ac.uk](mailto:bgsoc@ic.ac.uk)

Instagram page: [https://www.instagram.com/icl\\_bgsoc/](https://www.instagram.com/icl_bgsoc/)

Facebook page: <https://www.facebook.com/ICBioeng>

LinkedIn page: <https://www.linkedin.com/company/icbe>

## Key Academic Staff



 Dr Riley Green

Head of Department

PA: Ms Angela Glyes

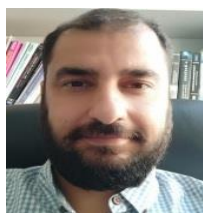
 [a.glyes@imperial.ac.uk](mailto:a.glyes@imperial.ac.uk)



 Professor Manos Drakakis

Director of Undergraduate  
Studies

 [e.drakakis@imperial.ac.uk](mailto:e.drakakis@imperial.ac.uk)



 Dr Faraz Janan

Senior Tutor

 [f.janan@imperial.ac.uk](mailto:f.janan@imperial.ac.uk)




 Dr Warren Macdonald

Deputy Senior Tutor

Senior Teaching Fellow


 [w.macdonald@imperial.ac.uk](mailto:w.macdonald@imperial.ac.uk)



 Dr Spyros Masouros

MEng Biomedical Engineering  
Programme Director

Senior Lecturer


 [s.masouros04@imperial.ac.uk](mailto:s.masouros04@imperial.ac.uk)



 Dr Periklis Pantazis

MEng Molecular Bioengineering  
Programme Director

Reader


 [p.pantazis@imperial.ac.uk](mailto:p.pantazis@imperial.ac.uk)

## Key Administrative Staff



 Mr Martin Holloway

Academic Tutor

 +44 (0)20 7594 5176

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



 Ms Sandra Roscoe

Student Wellbeing Adviser


 +44 (0) 7395 252288

 [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)



 Ms Nicole Harbert

Teaching Operations Manager  
(Taught Programmes)


 +44 (0)20 7594 9296

 [n.harbert@imperial.ac.uk](mailto:n.harbert@imperial.ac.uk)



 Ms Julie Hoang

Learning Technologist


 +44 (0)20 7594 9082


 [j.hoang@imperial.ac.uk](mailto:j.hoang@imperial.ac.uk)



 Mr Robert Ferguson

Industrial Liaison Manager


 +44 (0)20 7594 6371

 [robert.ferguson@imperial.ac.uk](mailto:robert.ferguson@imperial.ac.uk)



 Ms Kemi Aofolaju

Communications and Events  
Officer

 +44 (0)20 7594 5179

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




## Technical staff



 Mr Ken Keating

Technical Operations Manager  
Departmental Safety Officer

 +44 (0)20 7594 5170  
+44 (0) 7590 250 478

 k.keating@imperial.ac.uk

Please click here to meet our team of technicians:

<https://www.imperial.ac.uk/bioengineering/about/facilities/techsupport/>

## Using this handbook

The handbook contains very important information for your academic life, and for your life at Imperial College London outside of work. You should read the handbook as soon as possible after you receive it so that if an issue arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of autumn term, and you will also be able to access the PDF document online from the current Undergraduate student's page of the Department of Bioengineering website.

Information specific to each year of each programme is included in the relevant handbook, and information is updated annually, so it is important you read the relevant handbook at the start of each year of study you undertake with us.

### Included in this handbook is essential information about:

- **What to do if you run into difficulties affecting your academic life.**
- **What to do if you run into difficulties in your personal life, such as illness.**
- **Departmental and College contacts and resources available to you.**
- **The structure and content of your degree programme and year of study.**

There are several other important sources of information from the Department, and we would encourage you to make use of these:

Useful links, module descriptors, timetable information and year-specific information can be accessed via the Current undergraduate student's page on the Department of Bioengineering webpages, at

 <http://www.imperial.ac.uk/bioengineering/admin/current-ug/>

Important information will be communicated to you via email, so please ensure you check your College email address regularly

## Important Procedures

From time-to-time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problem.

### 1. If there is any fire, medical or security emergency:

In an emergency, dial extension **4444** from any internal phone or 020 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this to ensure that the emergency services gain site access.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.

Read more about our Health and Safety procedures in [Section 12– 'Health and Safety'](#).

### If you are ill and think you may miss an exam or assessment deadline:

You should do both of the following:

- a. Immediately contact the Department via one of the below channels:
  - i. Student Office at [bg-studentoffice@imperial.ac.uk](mailto:bg-studentoffice@imperial.ac.uk)
  - ii. Senior Tutor: Dr Faraz Janan: ([f.janan@imperial.ac.uk](mailto:f.janan@imperial.ac.uk))
  - iii. Academic Tutor: Mr Martin Holloway: +44 (0)20 7594 5176 ([m.holloway@imperial.ac.uk](mailto:m.holloway@imperial.ac.uk))
  
- b. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
  - i. You must follow the [mitigation procedure](#) and it is vital that you obtain a medical certificate from a registered doctor. This is necessary to support your mitigation request.
  - ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
    - Imperial College Health Centre: +44 (0)20 7584 6301 ([imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net))
  
2. **If you, or a friend, are/is suffering stress or depression:**
  - i. If possible, please contact your Personal Tutor, the Senior Tutor, or the Wellbeing Advisor. Contact details can be found above
  - ii. Contact the Health Centre (details above) or the Student Counselling Service: +44(0)20 7594 9637 ([counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk))
  - iii. The Student Support Zone website has lots of useful information on dealing with stress, and where to find additional help and support: [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)
  
3. **Illness, absence, or inability to submit coursework**
  - i. If you must be absent through illness or for any other personal reasons, you must let the Student Office (details above) know as soon as possible. If you are likely to miss a coursework, lab, or exam deadline, please see ensure you contact the Student Office without delay.
  - ii. It is important that you familiarise yourself with the information about absences in this handbook.

## English language requirement

If you are not a native English speaker, you must meet the College's English language requirements.

See the Admissions website for details:

 [www.imperial.ac.uk/study/ug/apply/requirements/english](http://www.imperial.ac.uk/study/ug/apply/requirements/english)

For information on English language support available while you're here, see - [Section 15- Wellbeing, Support, and advice.](#)

## Attendance and absence

You must inform your Senior Undergraduate Tutor if you are absent from College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination or the deadline for any other

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

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

You are expected to be in attendance from the first day of each term to the last day of each term. You can view the term dates online at: <https://www.imperial.ac.uk/admin-services/registry/term-dates/>

You must maintain regular attendance and make acceptable academic progress. While you are responsible for your own learning, there is an expectation that you will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

You must inform the Student Office if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact the Student Office before your exam on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances.

Should you choose to absent yourself from the degree programme without authorisation you should be aware that you are missing valuable teaching experience which you will need to prepare fully for future examinations. This might mean that you find yourself in a situation where you are in danger of being required to withdraw from the degree programme because of examination failure.

The Student Office keeps students' attendance under constant review and warn them if they feel it is inadequate. Problems of non-attendance will be reported to the Director of Courses and Senior Tutor who will inform Personal Tutors and together will make recommendations on any remedial action that might be appropriate.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Senior Tutor may, at their discretion and following investigation, require the student to repeat part of the degree programme; or should they decide that the student's academic record and/or application is inadequate or that the student is unable to profit from continuing the programme, they may require the student to withdraw. Students have the right of appeal.

### **Holidays**

You are expected to be in College during term time. Timetables for our programmes include breaks at Christmas, Easter, and in the summer (for UG students – PG students are expected to work on projects over the summer).

### **Absence due to illness**

If you are absent from the College due to illness for more than two consecutive days, the following procedure must be followed: -

1. Inform the Student Office that you are absent through illness as soon as possible in person, by telephone on +44 (0)20 7594 9115 or if that is not possible then by email to [bg-studentoffice@imperial.ac.uk](mailto:bg-studentoffice@imperial.ac.uk)



2. If you have been absent for more than five consecutive working days, documentary evidence should be obtained and submitted - e.g. an official doctor's certificate. The documentation should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.

Students who receive a grant and who are absent due to illness for more than 14 days must inform their Local Education Authority; if a student is too ill to do this the information should be sent by the parent or next-of-kin. Illness can only be considered when assessing the significance of poor attendance, work, or examination results if the illness has been reported at the time it happened to the student's doctor, and a medical certificate submitted to the Department.

### **Special or Compassionate Leave**

If it is necessary for you to be absent from the College for any reason other than personal illness, permission must be sought from the Department, via the appropriate form available on our website at: <http://www.imperial.ac.uk/bioengineering/admin/current-ug/>.

This might include a period of absence if you have suffered a close family bereavement or wish to participate in a major cultural or sporting event.

This request form must be submitted along with any evidence to the Student Office in advance of the absence, leaving enough time for it to be considered and a decision made on whether the absence is accepted or not. Requests should normally be submitted in writing using the form.

In urgent circumstances where the following criteria are met, approval may be given following a telephone call to the Student Office Support for Year 1 on +44 (0)20 7594 9115.

- Absence is necessary at very short notice (e.g. in the case of a close family bereavement), and.
- There is a strong precedent for approval to be given, (e.g. family bereavement)
- The period of absence will be less than three days.

The procedure for submission of an absence request is as follows: -

1. Inform the Student Office that a leave of absence is being requested as soon as possible in person, by telephone +44 (0)20 7594 9115 or if that is not possible then by email to [bg-studentoffice@imperial.ac.uk](mailto:bg-studentoffice@imperial.ac.uk)
2. Any documentary proof of the reasons for absence should be obtained.
3. Complete and submit, as soon as possible, the form and documentary proof requesting leave of absence. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.
4. The request will be considered, and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

### **Interruption of Studies**

An Interruption of Studies should be immediately requested when circumstances arise that mean you must take a break from your programme. It is vital to apply for an IoS as soon as required, so that your registration and timeline can be paused until you return.

For full guidance and forms, visit <https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/>

To submit an IoS request please discuss your intention to pause your studies with your supervisor, Postgraduate Tutor, Wellbeing Advisor, or another member of department staff first.

Once you have done that you can submit a request to interrupt your studies via MyImperial by following the steps below:

- 1) Log into [My Imperial](#) using your username and password
- 2) Click on the “My Interruption of Studies” tile
- 3) Select your current programme of study and click on the “Submit a request to interrupt your studies” button
- 4) Fill in the application form and upload your supporting documents (there are different requirements for supporting documents depending on the reason for your IoS – please read through the [FAQ section](#) of the IoS web page carefully for further details)
- 5) Submit and track the progress of your application
- 6) A step-by-step video tutorial of how to apply for an interruption is available [here](#). Access it by logging in using your Imperial username and password.

If you are a student on a Tier 4/Student route visa, your visa may be affected by an interruption of studies. Please read the section on the visa implications of an IoS carefully here:

<https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/>

If you have any questions or require advice about taking an interruption if you are on a Tier 4/Student Route visa please email [international@imperial.ac.uk](mailto:international@imperial.ac.uk).

***Please note: Interruptions cannot be applied retrospectively***

### **Student Records**

Details relating to unsatisfactory attendance may be placed on a student’s confidential file and made available to Personal Tutors, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.

### **Who to speak to if you need help?**

There are a lot of people and resources in place to support you during your time at Imperial College London. Don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can.

#### **Contacts in the Department of Bioengineering**

<b>Who</b>	<b>What can they help with?</b>	<b>How to contact them</b>
<b>Personal Tutor</b>	Academic issues Personal matters	You will be told who your Personal Tutor is. The best way to contact them is via email to arrange a meeting.
<b>Director of Undergraduate Studies</b> <b>Professor Manos Drakakis</b>	Academic issues Personal matters	<a href="mailto:e.drakakis@imperial.ac.uk">e.drakakis@imperial.ac.uk</a> +44 (0) 20 7594 5182

Who	What can they help with?	How to contact them
<b>Senior Tutor</b> <b>Dr Faraz Janan</b>	Academic issues Personal matters	<a href="mailto:f.janan@imperial.ac.uk">f.janan@imperial.ac.uk</a>
<b>Academic Tutor:</b> <b>Mr Martin Holloway</b>	Academic issues Personal matters	<a href="mailto:m.holloway@imperial.ac.uk">m.holloway@imperial.ac.uk</a> +44 (0) 20 7594 5176
<b>Student Wellbeing Adviser and Disability Officer</b> <b>Dr Sandra Roscoe</b>	Wellbeing support Disabilities and additional support	<a href="mailto:s.roscoe@imperial.ac.uk">s.roscoe@imperial.ac.uk</a> +44 (0)207 594 5181
<b>The Student Office:</b>	Timetabling, Teaching policies and procedures, Illness and absences, Interruption of studies.	<a href="mailto:bg-studentoffice@imperial.ac.uk">bg-studentoffice@imperial.ac.uk</a>
<b>Year Abroad Coordinator:</b> <b>Dr Huai-Ti Lin</b>	Information and arrangements for taking a year abroad	<a href="mailto:h.lin@imperial.ac.uk">h.lin@imperial.ac.uk</a>
<b>Industrial Liaison Manager:</b> <b>Mr Robert Ferguson</b>	Industrial placements Networking, contacts, and careers	<a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a> +44 (0) 20 7594 6371
<b>Bioengineering Librarian:</b> <b>Ms Eleni Zazani</b>	Referencing and reference management software, plagiarism workshops, finding books, and using e-journals.	<a href="mailto:e.zazani@imperial.ac.uk">e.zazani@imperial.ac.uk</a> +44 (0)20 75948880
<b>Student representatives</b>	Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union	Find your representatives on the webpage: <a href="http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/">http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/</a>

### College-wide resources

Outside the Department, the College provides extensive student support services.

Resource	What sort of help is available?	Contact details
<b>The Student Support Zone Website</b>	Lots of helpful information and resources to help you live life well.	<a href="http://www.imperial.ac.uk/student-support-zone">www.imperial.ac.uk/student-support-zone</a>
<b>Imperial College Security</b>	In case of any kind of fire, medical emergency, or threat, contact Security immediately.	<a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a> +44 (0)20 7589 1000 <b>Dial 4444 from any internal telephone.</b>

Resource	What sort of help is available?	Contact details
<b>Imperial College Health Centre</b>	Doctors and nurses are available to provide care for a range of medical and psychological problems.	<a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a> +44 (0)20 7584 6301 <a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a>
<b>Student Counselling Service</b>	Free and confidential short-term counselling is available to all students, to discuss any personal issue.	<a href="http://www.imperial.ac.uk/counselling">http://www.imperial.ac.uk/counselling</a>
<b>Student Hub</b>	Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.	<a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a>
<b>International Student Support</b>	General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).	<a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a> +44 (0) 20 7594 8040.
<b>Chaplaincy</b>	Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.	<a href="http://www.imperial.ac.uk/chaplaincy/">http://www.imperial.ac.uk/chaplaincy/</a>
<b>Centre for Academic English</b>	The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.	<a href="https://www.imperial.ac.uk/academic-english/">https://www.imperial.ac.uk/academic-english/</a>
<b>Imperial College Union Advice Centre</b>	The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.	<a href="https://www.imperialcollegeunion.org/advice">https://www.imperialcollegeunion.org/advice</a>
<b>Imperial College Success Guides</b>	Advice on developing the skills that you will need to help you through your degree.	<a href="http://www.imperial.ac.uk/students/success-guide/">http://www.imperial.ac.uk/students/success-guide/</a>
<b>Careers Service</b>	The Careers Service provides information on work placements, job opportunities, further study, and careers advice.	<a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a>



## Key dates 2022–23

### Term dates

Autumn term: 1 October 2022 - 16 December 2022

Spring term: 7 January 2023 - 24 March 2023

Summer term: 29 April 2023 - 30 June 2023

### Closure dates

Christmas/New year: 24 December 2022 - 2 January 2023  
(College reopens on 3 January 2023)

Easter Holiday: 6 April 2023 - 12 April 2023  
(College reopens on 13 April 2023)

Early May Bank Holiday: 1 May 2023

Spring Bank Holiday: 29 May 2023

Summer Bank Holiday: 28 August 2023

### Key events

Great Exhibition Road Festival: 17 June 2023 – 18 June 2023

## 2. Programme information

### Your student journey

Attending university is a significant decision and significant milestone for many students. Congratulations on your achievements so far; you've joined the leading Department for Bioengineering in the UK, at one of the best universities in the world.

You will all have a different journey, and different experiences during your time at Imperial. In the Department you will find many of your fellow students are studying on different programmes. This will be very beneficial for you in developing an interdisciplinary outlook, as it offers opportunities to engage with colleagues who specialise in different areas and have different background knowledge.

For a range of reasons, the qualifications you leave university with will vary. Some of you may spend just three years with the Department and achieve a BEng award; others may complete the MEng programme, perhaps with a year in industry, and then stay on at the College to complete a research degree programme or go elsewhere to study further.

Regardless of the direction you take your education in, your whole cohort will complete the first two years of the degree programme together. This is an opportunity for you to build a solid base of core knowledge and a chance to work out where your interests lie within Bioengineering. You can find out more about the programme structure and pathways later in this handbook, or by consulting the programme specification for your intake year.

We hope that you will find the Department of Bioengineering to be a lively, inspiring place. Whilst university students are expected to take responsibility for their own learning and welfare, there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

## Overview of programme

Molecular Bioengineering considers how we might engineer biological systems to solve challenges in health and wellbeing. The programme will take a strong engineering approach to understanding and solving biological and biomedical problems and has been designed with a focus on engineering rather than a clinical perspective. By undertaking this degree programme you will develop the scientific understanding and laboratory expertise of a life-scientist with the technical knowledge and problem-solving skills of an engineer. With this unique combination of skills you will be extremely well placed to contribute to addressing the global challenges of today: health and well-being agenda, personalised medicine, new biomedical technology industries.

Our programme combines lectures, study groups and taught classes where you gain a theoretical understanding with many practical wet and dry labs and activities where you will and work on real world projects in medicine and biology with life-changing potential. You will also have many opportunities to take part in design, test and build activities starting in the first year and continuing through the degree programme.

Our programme will also build your communication and inter-personal skills through a range of teaching activities including a substantial amount of group and teamwork as collaboration in interdisciplinary teams is a key feature of working as a professional Molecular Bioengineer. This begins in the first week of year 1 where group working is introduced in fresher's week,

We expect our graduates to have the ability to become leaders in their chosen areas and so our programme is also designed to develop your leadership skills, introduce you to professional standards and to develop your understanding of engineers' obligations to society, the profession, and the environment.

In your first two years all modules are compulsory and are delivered in the department. These modules are designed so that you build a breadth of core engineering and biomedical engineering knowledge, as well as a specialist understanding of biochemical, physiological, and biological processes. You will undergo extensive wet laboratory training so that you develop excellent advanced practical laboratory skills in chemical biology, molecular biology, synthetic biology, analytical sciences, microfluidics, and device engineering.

To progress on to the third year of the MEng course you are required to achieve an overall mark of at least 60% for the first two years. The Director of Courses has the discretion to condone a near miss to this requirement. Otherwise, you are obliged to move to the third year of the BEng programme. In the third year of the MEng programme there are 5 compulsory modules including the group project that make up 45 ECTS. You can then choose 3 additional elective modules aligned with your own interests.

In your final year you will spend 6 months exclusively working on a substantial individual research project. This individual project will be hosted within a research group and allows you to gain an understanding of the latest developments in the Bioengineering field as well as develop your ability to work independently. As much of the final year is spent on this individual project this is reflected in the ECTS weighting of the project. The remaining 25 ECTS is made up of advanced modules that you choose.

In the third and fourth years of the course you are also required to select an I-Explore module hosted outside of the department so that you will be taught alongside students from other degree programmes. These modules include business and management modules as well as other topics outside the Bioengineering discipline that will allow you to apply your knowledge in a new context.

## Programme Learning Outcomes

The programme has been designed so that graduates will be able to demonstrate the following learning outcomes in line with FHEQ levels 4-7 and the UK-SPEC outcomes required for accreditation by professional engineering bodies.

The Learning Outcomes are categorised into the following groups:

- **Knowledge and Understanding [KU]**
- **Intellectual Abilities [IA]**
- **Practical and Transferable skills [PT]**

**Upon successful completion of the MEng Biomedical Engineering programme you will be able to:**

**[KU1]** Describe and explain the underlying scientific principles, engineering mathematics, computational tools and models, and laboratory and analysis techniques that underpin Molecular Bioengineering and identify their limitations.

**[KU2]** Describe and explain the core concepts, principles and theories of Molecular Bioengineering, Biomolecular Analysis, Biomimetic Design, Synthetic Biology and Materials Engineering and how these are relevant to historical, current, and future developments and technologies in a biological, pharmaceutical, and medical context.

**[KU3]** Give examples of a wide range of innovative and creative engineering solutions applied to healthcare problems and quality-of-life issues and discuss these examples in terms of their commercial, economic, and social implications.

**[KU4]** Recognise and explain the need for a high level of professional and ethical conduct in engineering, based on a knowledge of professional codes of conduct and how ethical dilemmas can arise.

**[IA1]** Apply a range of engineering principles, tools, and notations proficiently.

**[IA2]** Critically select engineering principles and tools for the analysis and solution of familiar and unfamiliar bioengineering problems.

**[IA3]** Apply diagnostic skills, technical knowledge and understanding of engineering design processes to establish rigorous and creative solutions to complex Bioengineering problems.

**[IA4]** Extract pertinent data and critically evaluate information gathered from academic and technical resources.

**[PT1]** Plan and safely execute experiments in diverse types of laboratories.

**[PT2]** Demonstrate advanced practical skills in Chemistry, Molecular Biology, and Analytical Sciences using a range of current and cutting-edge laboratory and analysis techniques.

**[PT3]** Demonstrate advanced leadership, teamwork, and communication skills.

**[PT4]** Exercise judgement in a range of situations and accept accountability for decisions made and the quality of outcomes produced.

**[PT5]** Employ advanced skills to plan and conduct research, advanced technical and professional activities.

## Programme Structure

The module selection for your programme can be found here:-

[https://admin.bg.ic.ac.uk/2022\\_23/Mopsy](https://admin.bg.ic.ac.uk/2022_23/Mopsy)

The full programme structure for all year groups can be found here:

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

## Modules

You can find detailed information about the modules which you are studying on the Department's website at <https://www.imperial.ac.uk/bioengineering/admin/current-ug/options/h160/> or via Blackboard.

## Learning and Teaching approach

### Scheduled Learning & Teaching

Students are taught through a combination of lectures, study groups and tutorials, laboratories and computing labs, guest lectures and presentations. Study groups and tutorials will enable you to discuss and develop your understanding of topics covered in lectures whilst in smaller groups of around 30 students. Dry laboratories in electronics, mechanics and bioengineering will allow you to develop practical skills and gain experience in the application of the theory discussed in lectures and study groups. Wet laboratories will allow you to develop practical skills and develop an understanding of how to handle biological and chemical materials. You will undergo extensive amounts of wet laboratory work throughout this programme and so become familiar with routine methods and analysis techniques. Computing labs will support the maths and computational content of the course. In laboratories you will work in pairs or trios.

The Virtual learning environment Blackboard will be used as a repository for teaching materials including recordings of all lectures, lecture notes and problem sheets. Learning technologies will be used to support teaching activities including in-class polling with Mentimeter, online self-diagnostic quizzes and online class forums.

The first two years of the programme will be made up of compulsory modules which all students on the programme will study. In years three and four, there will be several compulsory modules and you will be able to choose the remainder of modules you study.

### Independent Learning

Students are expected to spend significant time on independent study outside of face-to-face contact time. From our experience students that undertake independent learning have improved academic performance, increased motivation and confidence in themselves and their abilities. By undertaking independent learning you are also preparing yourself for professional practice where it is expected that you will manage your own continued professional development. Independent learning activities that you will be expected to undertake will typically include accessing online resources, completing problem sheets, reading journal articles and books, undertaking research in the library, reviewing lecture notes, and watching lecture recordings, working on individual and group projects, working on coursework assignments, and revising for exams.

Bioengineering uses flipped teaching for some modules, meaning that you need to actively engage with on-line eModules ahead of attending timetabled sessions. This independent learning is followed by sessions lead by the lecturer where all students work in small groups to apply that knowledge to more practical examples. This helps you to further consolidate

and enhance your understanding of the topics you study and allows us the time to focus on more challenging concepts in the taught sessions

### **Design and Research Projects**

A key part of this programme are the second- and third-year group projects and the fourth-year individual research project. In second and third year you will work in a small group to design, make and test a solution to a bioengineering problem. These projects will allow you to develop professional engineering skills and appreciate the subtleties of working in a team. You will also be given support in managing a team and giving effective feedback to others, which includes training and practice with the process of peer review which will form part of the assessment for these projects. For the process of peer review each member of a team is asked to provide relative effort marks for their team members via an anonymous on-line form. We guide you through this process, including an early practice run to ensure that this is fair and informative. In fourth year you are required to undertake a substantial research project embedded in a research team within the Bioengineering department. Whilst this project will be based in Bioengineering it may involve collaboration with groups in other Imperial departments or with Industry.

### **Overall Workload**

Your overall workload consists of face-to-face sessions and independent learning. While your actual contact hours may vary according to the optional modules you choose to study, the following gives an indication of how much time you will need to allocate to different activities at each level of the programme. At Imperial, each [ECTS credit](#) taken equates to an expected total study time of 25 hours. Therefore, the expected total study time is 1500 hours per year.

Typically, in the first two years (levels 4 and 5) you will spend around 25% of your time on lectures, seminars, and other scheduled activity (around 400 hours) and around 75% of your time on independent study (around 1100 hours).

In the third and fourth years (level 6 and 7), you will spend less time in scheduled activity (around 250 hours) with the remainder in independent study, a significant proportion of which will be the 3<sup>rd</sup> year group project and 4<sup>th</sup> year individual research project.

### **Professional skills development**

You will have several opportunities throughout the programme to enhance your professional skills: such as working in teams (e.g. in the group project), giving presentations (in some modules and in the group project); and solving problems. The Department's Industrial Liaison Manager also runs several workshops, networking sessions and seminars to help you hone your skills.

### **Selecting elective modules**

In your first and second year, you will not have any optional (elective) modules. In your third and fourth years you will be able to select some of the modules you study, so you can tailor your programme to your own interests. You will be provided with guidance on how to select your modules ahead of the relevant academic year. Note that elective modules may only be chosen within the constraints specified for the relevant year and that not all combinations of optional modules may be possible due to timetabling constraints.



## Year in Industry & Year Abroad

As part of the MEng Biomedical Engineering programme, you have the option of applying to switch to either the MEng Biomedical Engineering with a Year Abroad (BHV1) programme, or the MEng Biomedical Engineering with a Year in Industry (BHV2) programme.

### Year in Industry

The year in industry is taken between the third and fourth years of study, so extending the degree to five years in total. You can decide in your third year if the Year in Industry is an option you would like to take.

You can find out more about placements on the Bioengineering website at <http://www.imperial.ac.uk/bioengineering/admin/current-ug/placements/>,

and more about the Year in Industry via the College website at <https://www.imperial.ac.uk/careers/jobs-and-experience/work-experience/industrial-placements/>

You can also contact Mr Robert Ferguson, the Industrial Liaison Manager, in the Department, for further information.

### Year Abroad

Students who undertake the Year Abroad programme spend their final year overseas, at one of several international institutions. Up to two students are selected through a competitive process every year. More information, including details of which institutions exchange programmes are available at, is available on our website at

<http://www.imperial.ac.uk/bioengineering/admin/current-ug/fourth-year-abroad/>. You can also contact Dr Huai-Ti Lin, the Undergraduate Exchange Programme Coordinator, for more information.

## Timetables

Your timetable will be made available at the beginning of term. The Department publishes year-group timetables online on the following page but students are always advised to consult their own personal timetable in the first instance:

<http://www.imperial.ac.uk/bioengineering/admin/current-ug/programme-administration/>.

## Reading lists

Reading lists for each of your modules can be found online as part of the module descriptors or will be supplied directly by the lecturers. The College Central Library has copies of all the textbooks you will need so there is no need to rush out and buy copies of them! The Department also has a small collection of books which you are welcome to use but you may not take away from the Department.

## Reading week

Every term, there is a Reading Week, usually Week 7 of term. The Reading Week is free from lectures, but study groups and labs DO still take place. It is meant for reading, studying, and catching up. The following rules apply to reading week:

1. You are expected to remain present during Reading Week. The UKVI and College regulations require you, as an enrolled student to be present during term time. Absences are not allowed unless they are necessary, and these must be authorised in advance. A request for absence can be made with the appropriate form, available online from <http://www.imperial.ac.uk/bioengineering/admin/current-ug/>.
2. There will be no lectures in Reading Week so you can catch up with learning and work on coursework or projects.

3. GTA (Graduate Teaching Assistant) led laboratories/practicals and study groups will run during Reading Week so you can continue to get GTA support. Attendance at these labs and study groups is still mandatory.
4. The Reading Weeks apply to Bioengineering modules only. If you take modules in other Departments you will probably have lectures during our Reading Week. Although some Departments also have a Reading Week, it might not be the same week as ours.

## Competency Standards

The Department's competency standards can be accessed online at:

<http://www.imperial.ac.uk/bioengineering/admin/current-ug/programme-administration/>.

## Module Descriptors

Module descriptors can be found online at:

<https://www.imperial.ac.uk/bioengineering/admin/current-ug/options/h160/>

## Horizons

The Imperial Horizons programme offers a wide range of courses for all Imperial College undergraduates. It is designed to broaden your education, inspire your creativity, and enhance your professional impact. How you can participate in the Imperial horizons programme will vary depending on your year of study.

On the MEng Biomedical Engineering programme, you can take a Horizons module outside of your degree programme in years 1 and 2. In year 3 you must take an I-Explore module as part of your programme for credit which includes the option to select a Horizons module.

Find out about course options on the Horizons programme for first years on the website:

<https://www.imperial.ac.uk/horizons/module-options/1st-year-undergraduates/>

## Imperial Mobile app

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

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

## Welcome to Imperial app

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

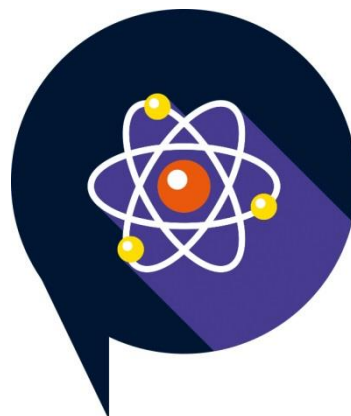


You can download the App from the Apple or Google App Stores.

## Imperial Success Guide

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

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



## I-Explore Modules

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

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

 [www.imperial.ac.uk/study/ug/i-explore/](http://www.imperial.ac.uk/study/ug/i-explore/)

## 3. Accreditation

### What is a professional engineering qualification?

Engineering is a vocation. A professional qualification demonstrates that you have achieved the highest level of competence for your chosen vocation. Specifically, you have achieved the competencies specified in the Dublin, Sydney, and Washington accords. For a professional engineer, an academic qualification is a stepping-stone towards obtaining a professional qualification.

The main professional engineering qualification in England is the Chartered Engineer (CEng) qualification; in Europe it is the Eur-Ing and for the rest of the world it is the Int PE. All three qualifications are based on the same accords. Each qualification is mutually acceptable to the other organisations that administer professional registration. This means your academic accreditation can be "cashed-in" for professional registration anywhere in the world.

A professional qualification is effectively an international passport to practice engineering. In some countries a professional engineering qualification is a pre-requisite for employment. In all countries it is a definite advantage since it demonstrates that your work since graduation has been peer reviewed, thereby affirming that you have achieved a high-level of professional competency over a period of several years. Affirmation from your peers confirms that you have used your knowledge, understanding and skills in a useful way, working as a professional engineer.



### What is academic accreditation?

To obtain a professional engineering qualification you need an academically accredited degree level education. If you have one, then your work since graduation will be evaluated against the graduate level learning outcomes specified in the accords.

Academic accreditation of an engineering degree programme means that the programme has met the high standards set by the engineering profession and has been re-tested every 5 years. Standards for accreditation of engineering programmes in the UK are set by the Engineering Council, which is the regulatory body for the profession, in consultation with the discipline specific Professional Engineering Institutions (PEI).

Our degree programmes are unique for a named engineering degree since we have satisfied the requirements of five PEIs, which underlines the depth and breadth of our programmes. Our degree programmes have the breadth of a general engineering degree, but through your pathway/stream selection your degree has the same depth as four sub-branches of engineering.

Your pathway/stream selection on your degree programme means that when you graduate you will have a strong alignment with one of the PEIs. You should then become a member of that PEI, who will then mentor you through the years from graduation through to professional registration.



### What are the benefits of accreditation?

Accreditation means that you can be sure that your degree programme provides a solid underpinning in the subject and meets the current and future needs of employers. It will be current, relevant, and well-regarded within the discipline. Graduating with an accredited degree provides you with a competitive advantage in the jobs market and offers you international job mobility.

### Professional accreditation of our programmes

Professional registration at CEng level requires academically accredited degree education with either an undergraduate Integrated master's degree (e.g. a 4-year MEng) or the combination of a three-year undergraduate degree *and* a one-year postgraduate degree programme (e.g. BEng + MSc): both courses need to be accredited. If your registration is based on two degrees and one of your degrees has not been accredited, it means that you will need to offer extra years of graduate level work experience in-lieu of the absence of an accredited degree.

The MEng Biomedical Engineering programme is accredited by five PEIs on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as a Chartered Engineer (CEng).

The BEng and MSc Biomedical Engineering programmes are accredited by four PEIs on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as an Incorporated Engineer (IEng) and partly meeting the academic requirement for registration as a Chartered Engineer (CEng).

The PEIs scrutinise the teaching and learning for our degree programmes every five years. The five accreditation panels concluded that *all* the Department of Bioengineering's BEng/MEng, MSc and MRes programmes have met the rigorous standards required. Our Molecular Bioengineering programmes are currently accredited by IOM3 and IED. The other PEIs (IET, IMechE and IPeM) will review the first output in 2022 and if successful, accreditation will be backdated to 2017.

**You can find out more about the PEIs at:**

IPeM: <http://www.ipem.ac.uk/>

IET: <http://www.theiet.org/>

IMechE: <http://www.imeche.org/>

IOM3: <http://www.iom3.org/>

IED: <https://www.institution-engineering-designers.org.uk/>

You can find out more about the Engineering Council at: <http://www.engc.org.uk/>.

## 4. Assessment

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

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



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



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

A variety of assessment methods will be used to test your understanding. Assessments are grouped as formative and summative.

**Formative assessments** do not contribute to the module mark but provide information on your progress as an individual and in the context of the class. This allows you to learn by using your new skills to solve problems and receive feedback on your performance to guide your future learning. This supports you to achieve a better performance in the summative assessments which do count towards your module marks. Formative assessments also provide feedback to the teaching staff which allow us to adapt our teaching.

**Summative assessments** are used to assess your learning against the intended module learning outcomes and contribute towards your achievement of the programme learning outcomes, detailed above. There is summative assessment during and/or at the end of each module and these assessments will contribute towards your mark for each year.



The choice of assessment method is largely determined by the learning objectives being assessed and includes:

### Assessed Coursework

- Problem sheets
- Laboratory reports – individually or as part of a portfolio.
- Practical demonstrations
- Project reports
- Oral presentations
- Poster presentations
- Academic tutorials

### Examinations

- In class progress tests
- Mastery examinations (online/written)
- Written examinations

The design of our programme will allow you to test your understanding of the subject using formative assessments such as problem sheets, on-line diagnostic tests, and mock/past examinations before you complete the summative assessments that count towards your final mark.

The table below is indicative of the balance of assessment based on a typical pathway through the course.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Coursework	34 %	53 %	47 %	59 %
Examinations	66 %	47 %	53 %	41 %

For assessments that take place in the autumn term, or at the start of the spring term of the 2022-23 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

## Rules of Progression

### *Year One*

A student must:

- Achieve a mark of at least 40% in each module. A student may be compensated in modules up to the value of 15 ECTS with a qualifying mark of at least 30%.

### *Year Two*

A student must:

- Achieve a mark of at least 40% in each module. A student may be condoned in modules up to the value of 15 ECTS with a qualifying mark of at least 30%.
- Achieve an overall aggregate mark of at least 60% to remain on the MEng pathway.

- A student achieving between 55% and 60% may at the discretion of the Director of Courses be allowed to remain on the MEng program subject to agreed module choices, provided a case is made by the student.
- A student achieving an overall aggregate mark of less than 55% but satisfying all other requirements will be transferred to the programme (BEng Molecular Bioengineering H161). Module choices in the third year of this course must be agreed with the Director of courses and will not normally include modules outside the department of Bioengineering.

### **Year Three**

A student must:

- Achieve a mark of at least 40% in each level 6 module and 50% in each level 7 module. A student may be compensated in modules up to the value of 15 ECTS with a qualifying mark of at least 30% for level 6 modules and 40% for level 7 modules.

### **Year Four**

A student must:

- Achieve a mark of at least 40% in each level 6 module and 50% in each level 7 module. A student may be condoned in modules up to the value of 15 ECTS with a qualifying mark of at least 30% for level 6 modules and 40% for level 7 modules.

## **Full Degree Classifications**

The marks from modules in each year contribute towards the final degree classification.

To be considered for an award, you must have achieved the minimum number of credits at the required levels prescribed for that award and met any programme specific requirements as set out in the Programme Specification.

Your classification will be determined through:

- i) Aggregate Module marks for all modules
- ii) Year Weightings

For the MEng award, Year One is weighted at 7.5%, Year Two at 20% and Years Three and Four at 36.5%.

For the BEng award, Year One is weighted at 7.5%, Year Two at 35% and Year Three at 57.5%.

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

- |      |              |  |
|------|--------------|--|
| i)   | First        | 70% or above for the average weighted module results |
| ii)  | Upper Second | 60% or above for the average weighted module results |
| iii) | Lower Second | 50% or above for the average weighted module results |
| iv)  | Third        | 40% or above for the average weighted module results |

## **Grade descriptions**

In UK universities, exams and coursework are set to challenge all students even the best. Typically, modules have a mean mark in the range 60-70%. This is very different to for

example Grade Point Average systems used in other countries, where the class mean is much higher. While exam marks are determined by the mark schemes, the following grade descriptors may be helpful in explaining what the examiners are looking for.

<b>Class: Mark</b>	<b>Description</b>
1 <sup>st</sup> 70%+	An excellent piece of work that is well set out, lucid, unambiguous, and factually complete. Indicates that the student has a good grasp of the concepts and mechanisms involved. Includes a critical or creative contribution. Good diagrams where appropriate.
Upper 2 <sup>nd</sup> 60-69%	A clear exposition that contains the essential material, (including basic mechanisms, concepts) and sufficient additional material to show that the student has a good understanding of the subject. Good diagrams where appropriate. Normally free from errors in reasoning.
Lower 2 <sup>nd</sup> 50-59%	An adequate presentation, which includes most of the essential material logically presented with indications that it is understood rather than simply regurgitated.
3 <sup>rd</sup> 40-49%	Presentation of some of the basic facts/mechanisms but with little detail and some omissions and errors.
Fail 39-30%	Facts rather thin, with some material confused or presented in an ambiguous manner that suggests that the student does not fully understand the appropriate concepts.
Bad Fail 29% or less	Clearly lacking in content. Confused or erroneous reasoning. Major point(s) omitted and errors of fact.

## Examination timetables

The Department's main exam periods are in December/January, and May/June. Exam timetables are typically released in November for the December/January exams, and in March for the May/June exams. Once the exam timetable is set and published it will not be changed. It is entirely possible that you may have an uneven distribution of exams and you should be prepared to have several exams in one week. We do our best to avoid any students having to sit two exams in one day, but it does occasionally happen and so you should be prepared for this. Do not leave all your revision to the last minute!

If, when you see the exam timetable, you think that you have a clash (e.g. two or more exams scheduled at the same time) then please come to the Student Office and we will be able to help.

The Department of Bioengineering does not provide information about exams for modules run by other Departments – you must find and check this information yourself. This is only relevant for students in their third year or above (in your first two years you will only study modules within Bioengineering).

## Accessing past examination papers

You can access past examination papers via Blackboard to help you in your revision.

## Resit re-entry rules

Students failing their first attempt at the year may, at the discretion of the Examination Board, return the following year to re-sit those examinations for modules which were failed. Normally, during a re-sit year, the student does not attend College, but the Examiners may, at their discretion, invite or require the student to retake the year in attendance. Coursework marks for students who are re-sitting exams only will be carried over from the year in which they took the coursework. Where a student is judged by the Examiners not to be engaged with the course and/or not working hard enough, the Examiners have the option of requiring the student to withdraw from the programme. Students attempting the year for the second time will not normally be considered for condoning of failures. Students failing their second attempt at the year are required to withdraw from the programme.

## Missed Exams

For non-final years, if a student misses any exams through illness or other reason with mitigating circumstances acceptable to the Board of Examiners, in the case that one or two exams are missed: -

- If there was coursework for the course, then the coursework mark to be considered in lieu of exam mark.
- If there is evidence of learning, then the exam is set to 'Pass' and the course is removed from the year mark calculation.
- In exceptional circumstances, a special assessment may be set and sat later.

Otherwise, if at least three exams are missed, the student is to be invited back to take exams the following summer, and the Board of Examiners should consider whether the student would benefit from attending the whole year again.

In the final year, the College rules are followed for the award of an Honours degree under classified aegrotat provision, or if there has been a significant but insufficient assessment in the final year the student is offered an aegrotat degree. See the College's academic regulations for BEng/MEng degrees.

## Marking of examinations

In the Department of Bioengineering we take great care to ensure the marking of examinations is accurate and fair.

You can read the College policy on exam marking at:

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

Examinations are marked by the module leader and/or a GTA close to that module. The marked scripts are returned to the Student Office. The scripts are then checked, so a second marker reads each script and confirms the marks awarded are appropriate, and that marks have been correctly summed and logged for the paper. Administrative staff also audit examination mark sheets to ensure there are no errors in the arithmetic and no pages have been missed.

Sample exam scripts and coursework are audited by External Examiners.

## Moderation policy

Occasionally it is necessary to moderate exam and/or module marks to account for a variety of situations (e.g. an exam that turned out to be too difficult or failed to discriminate between students well near the pass mark). Moderation only takes place on anonymised module marks.

The process of moderation for modules run by the Department of Bioengineering is explained below.

Module examiners mark exams and coursework according to the marking scheme agreed with the External Examiners. If small modifications to the marking scheme are necessary, these can be implemented and are noted at the Examiners' Progression and Awards Board.

Modules are then reviewed by a moderation panel consisting of at least three of the following: Academic Tutor, Director of Courses, Senior Tutor, Examinations Officer, Director of Postgraduate Studies or their representatives or deputies.

The panel reviews the median interquartile range and the distribution of the module marks. If the panel decides the distribution is unsatisfactory then moderation is considered, and the Departmental moderation policy applied. The following moderations are usually considered:

- a. If the median is outside desired range, the minimal shift to bring it into this range is normally performed.
- b. If there is a double peak or a long tail, a 'tail uplift' moderation is usually performed.
- c. If there is a more complex problem (e.g. faulty question part), the panel may consider the effect of using more targeted, question-based moderation.

Moderations are discussed with the External Examiners prior to the Examiners' Progression and Awards Board and again at the Examiners' Progression and Awards Board itself. This ensures all students are treated fairly and no one is disadvantaged by the process. Finally, at the Board module leaders are requested to provide an explanation to the Board as to what happened and present a plan to avoid moderation next year.

## Assessment of project work

Please see the Project Handbook for details on how the projects are assessed.

## Coursework

During your degree, you will work on various sorts of exercises to be carried out outside the classroom. Many modules include some assessed coursework (summative assessment). You may also have coursework to complete which doesn't contribute to your final mark but is for your learning (formative assessments). It is extremely important that you complete all your coursework, whether formative or summative, as it is set for your learning.

There are very strict deadlines for the submission of assessed coursework. You should plan your work so that you can complete these assignments in the appropriate time. To help you plan and manage your time, the Department publishes the coursework deadlines for the forthcoming term and publishes the date by which you can expect to receive feedback. This information is provided at the start of term.



The date and time for coursework submission will be published and it is essential that you submit your coursework by this time. Please be aware that all dates and times are in UK local time and it is your responsibility to ensure these are met. The method by which you submit your coursework will be explained by the relevant module leader.

## Progress tests

The purpose of a progress test is to ensure that you are keeping up with the course of the programme. Whilst the progress tests may not contribute to your final degree result, poor performance in a test will be considered very carefully by the Director of Studies and/or the Senior Tutor. Failure to attend a progress test will be noted. It is possible that students who are performing poorly in these tests will be asked to withdraw from the degree programme. You will be given tests in some subjects that will be marked and whose purpose is to evaluate your progress and to allow remedial measures to be taken if necessary. These tests will may or may not contribute to the final mark for the module – this will be clear to you at the time.

## College policy on exams and religious obligations

The major examination periods are timed to accommodate the requirements of each individual degree programme and you may therefore find that you have an exam scheduled during a particular religious festival or period of religious observance.

If this is the case you should speak to someone in the Department as soon as possible – usually this would be the Senior Tutor. Your Tutor should listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.

You can find out more about exams and religious obligations at:


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

## Instruction to Candidates for Examinations

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

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

Instructions for exam candidates can be found here:

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

## Academic Integrity and Academic Misconduct

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

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



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

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

## Plagiarism

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

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



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

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

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



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

### What is plagiarism?

Plagiarism is when you use someone else's work, words or ideas and use these in your own work (e.g. coursework, thesis, examination, etc.), and do not acknowledge that you have done this.

Plagiarism is defined by the College as:

“Plagiarism, which is the presentation of another person's thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.”

### Plagiarism can occur in several ways. The six main types of plagiarism include:

- Collusion
- Cut/copy and paste
- Word switch
- Concealing sources
- Misinterpreting common knowledge
- Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it.

If you are at all unsure about how to reference or cite your sources there is very useful guidance here: <http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/>. Or you can seek help from your tutor or Liaison Librarian: <http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/>.

You should also be aware that there are different styles of referencing. If you are not sure which to use speak to your Module Leader for advice. You can find out about the different referencing styles at <http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/>.

### **Why is it a problem?**

At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use several methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.

### **It is important that you:**

- Know what plagiarism is, and why it is an academic offence
- Are aware that all material you use from online and print sources should be acknowledged properly
- Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
- Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
- Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

### **What happens if I commit plagiarism?**

- The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  - These penalties could include:
    - A mark of zero for the assessment in which the examination offence occurred
    - A mark of zero for all the assessments in that year
    - Exclusion from all future examinations of the University (i.e. expulsion from the university)
- Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity for work submitted by that group and may be liable for any penalty imposed.
- More information about the consequences of plagiarism is available in the College's 'Cheating Offences Policy and Procedures'.

### **Key points to remember:**

- All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples' work you must clearly acknowledge and identify your sources.
- You must not present another person's work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
- Direct quotations from the published or unpublished work of others, must always be clearly identified as such using quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from

several different sources just as much as a single unacknowledged long quotation from a single source.

- There is guidance available on quoting in different referencing styles available:
  - Vancouver: <http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/citing/>
  - Harvard: <http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/citing/>
- If you summarise or paraphrase another person's ideas or judgements, figures, diagrams, or software, you must refer to that person in your text, and include the work referred to in your bibliography.
- Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
- The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
- Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
- If you become aware that a member or members of the group may have plagiarised part of the group's submission you have an obligation to report your suspicions to your Personal or Senior Tutor.
- The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
- The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard (<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/blackboard/>).

The system enables institutions and staff to compare students' work with a vast database of electronic sources and with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.

Your programme team will explain how it is used in your programme

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

## Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not 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.

While discussion of concepts (verbally) to further your understanding of a topic is okay, sharing your (written) work with others goes beyond collaboration and becomes collusion. Do not

share pieces of work with others, even if your colleague tells you they just want to use it to understand something. If your colleague copies your work and the similarities between the pieces is high, they will either be found guilty of plagiarism, or the two of you will be found guilty of collusion. In a similar vein, unless it is a group assignment, it is not permitted to work on a single piece of work, then individually tailor the finished piece for submission from multiple people. This is collusion, not collaboration.

In Timed Remote Assessments, communicating with another student during the exam is deemed collusion. This could potentially also be considered as Dishonest Practice, depending on the extent of the misconduct.

## Exam offences


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

## Dishonest practice


This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill (which is 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.

## 5. Board of Examiners

### Undergraduate External Examiners

 **Prof Michael Sutcliffe**, Jesus College, Cambridge

 **Dr Tina Chowdhury**, Queen Mary, University of London

 **Dr Adam Gibson**, University College London

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

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.


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




## 6. 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 locations of study will be:

 South Kensington  
Exhibition Road, SW7 2AZ

 White City  
Wood lane, W12 0BZ

## Facilities

### Café and refreshments

The nearest café to the Department is located on Level 3 of the Royal School of Mines. The College Café, located off Dalby Court, is also nearby. You can find out more about our catering facilities here: <https://www.imperial.ac.uk/food-and-drink/catering-outlets/>

### Accessing the Department

Your ID card will give you access to the Department and laboratories (where appropriate/requested).

In the interests of safety and security, please:

- Do not prop doors open. Fire doors are key to our fire control and safety.
- Be aware of tailgating (someone following you through an access-restricted area)

You may work in the Department only between specified times, as detailed below. If you need to arrange other access please speak to your supervisor, tutor, or the Student Office. College Security is very strict about this and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please email staff at the Student Office.

Access times for different users in the Department of Bioengineering:

ID card group	Times	Days
Staff	07:00-23:59	7 days a week
PhD	07:00-23:59	7 days a week
MSc, MRes	08:00-18:30	5 days a week
UG	08:00-18:30	5 days a week

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:

1. Get permission from your supervisor and the lab lead PI.

2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out.
3. Ensure the induction is carried out and the form completed (see Link to Swipe access information: <http://www.imperial.ac.uk/bioengineering/admin/info/swipe/> for more information)
4. Complete the online access request (including the uploading of the completed induction form).

### **Library Services**

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


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

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

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

### **Information and Communication Technologies (ICT)**

If you're having problems with technology (including computers, laptops, and mobile devices), you can get help from ICT's Service Desk.

 020 7594 9000

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

### Support with ICT

Any problems or queries relating to computing, including requests for new software, should be addressed first to ICT ([service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk)), and to our IT Support Officer (Edit Toth, [e.toth@imperial.ac.uk](mailto:e.toth@imperial.ac.uk)). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden to bring in programs from outside.

If you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

### Rules for using the College network

The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic, or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College's Information Systems Security Policies, available at: <http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/>.

## Devices and software

Imperial offer a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.



<https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/>

## Virtual Learning Environment (VLE): Blackboard

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. You can login to Blackboard from the following link:

<https://bb.imperial.ac.uk/>

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on 0207 59 49000. Alternatively you can raise an issue via the ASK ICT service (<https://imperial.service-now.com/ict/>).

## Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the department lecture theatres are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, please speak to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (<https://bb.imperial.ac.uk/>) and find the link called 'Lecture Recordings' in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at:

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/>

Before using Panopto, please ensure you have read the College's guidelines on audio and video lecture recording: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/ict/public/Audio-and-video-lecture-recording-guidelines.pdf>

## Microsoft Teams

Most teaching is now back in person on campus. For the delivery of any remote teaching we will be using Microsoft Teams. Many lectures will be taught through video calls and course content will be available on Blackboard as usual.

Recording of educational activities plays an important part in enhancing the quality of the student experience, and the University sees it increasingly as part of mainstream academic work.

Consent to digital recording for scheduled lecture sessions is assumed and there will be an automatic reminder appearing at the beginning of a recording that the recording is about to commence. This will give you the opportunity to turn your camera off or leave the session if appropriate. Recording by students and others is not permitted except with prior permission. Recordings by the Department may be used for any purpose supporting the University's educational objectives. This may include making recordings available internally in any media or platform. Details can be found [here](#).

Although the chat feature will be available, we recommend you use the 'hands up' feature for any queries that can't wait until after the session, you will then be able to ask your question verbally when prompted. Questions posted in the chat may not be seen until after the session has ended.

It is important that the sound quality is at its optimal so while in attendance please remember to mute your microphone if you are not speaking.

To replicate an in person lecture we would also recommend you turn your camera on, this is not only helpful to your lecturers but is also good etiquette for such interactions.

Expectations on screen are as they would be on campus – please consider how you present yourself on screen and what is displayed to others when your camera is on.

Your lectures and study group sessions will be available in your Teams calendar, your Outlook calendar and viewable in the My Imperial app. Attendance reports are generated for each session and will be checked by the team.

### **Shuttle bus**

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

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

### **Maps**

Campus maps and travel directions are available at:

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

### **Accessibility**

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

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

### **Smoke-Free Policy**

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

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

## SafeZone

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



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

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

## Changes due to Coronavirus (COVID-19)

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

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

Departmental guidance can be found here:

 <https://www.imperial.ac.uk/bioengineering/admin/info/safety/onsite/>

## 7. Departmental life and extracurricular activities

We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you, whether you are a first year, a final year, or a postgraduate student.

There are also many opportunities available to you as a student at Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: <https://www.imperial.ac.uk/students/>.

## Seminar programme

The Department of Bioengineering hosts a seminar programme on Wednesdays at 4pm, with guest speakers from other institutions talking about a range of academic topics relevant

to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: <http://www.imperial.ac.uk/bioengineering/whats-on/events/>.

## Outreach

The Department of Bioengineering's outreach team works to raise awareness of Bioengineering as an exciting and innovative engineering discipline. We develop and run a range of activities and events including summer schools, taster days and school visits which aim to raise aspirations and inspire the next generation of bioengineers. Outreach is very much a team effort, and we welcome support and ideas from all members of our community as we look to enhance our outreach provision. If you would like to get involved, [please register your interest here](#)

If you have any questions or would like further information, please contact the Admissions and Outreach Manager Jayne Shaw ([jayne.shaw@imperial.ac.uk](mailto:jayne.shaw@imperial.ac.uk))

## Prizes and awards in the Department

There are many prizes and awards received each year by students in the Department of Bioengineering. These can be specifically for undergraduates, postgraduates, or for any students in the Department. Some are run by the Department and others are College-level awards. You can find out more about these awards and prizes, including background information and eligibility, on the website at:

<http://www.imperial.ac.uk/bioengineering/admin/current-ug/prizes/>.

## The Royal Academy's Engineering Leadership Standard Awards' Scheme

As a student of the Department of Bioengineering you are invited to register as a member of the Royal Academy's Engineering Leadership Standard Awards' Scheme. This scheme is open to all British engineering undergraduates for the duration of their studies and meant to develop career interest and skills in engineering. A registration deadline may apply, so check the website for more details: <http://www.raeng.org.uk/grants-and-prizes/schemes-for-students>

## Imperial College Union Bioengineering Society

The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union (ICU), under the wing of the City and Guilds College Union (CGCU). Since the society was established just over a decade ago by a group of enthusiastic MSc students, ICBE has been run with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. Are you an undergraduate (MEng) or postgraduate (MSc, MRes, PhD) student? In that case, then you are a member of ICBE!

Find out more by looking at the Society's website: <https://www.union.ic.ac.uk/guilds/bioeng/>.

## Imperial College Union-Engineering Students' Association

The IC Engineering Students' Association has the following objectives:

- To aid the academic, welfare, sporting, and social interests of members of the faculty



- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU, and external bodies.

Find out more by looking at the Association's website: <https://cgcu.net/>

### **Engineers Without Borders Society (EWB-UK)**

Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: <http://www.ewb-uk.org/>

### **Other activities**

There is a very wide range of non-academic activities available, and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employer's value.

## 8. Placements

The College defines a placement as:

“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”


Academic departments are responsible for managing any study placement or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

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

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

### Your Departmental Placement Manager:

 Mr Robert Ferguson

 +44 (0) 20 7594 6371

 [robert.ferguson@imperial.ac.uk](mailto:robert.ferguson@imperial.ac.uk)

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

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

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

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

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

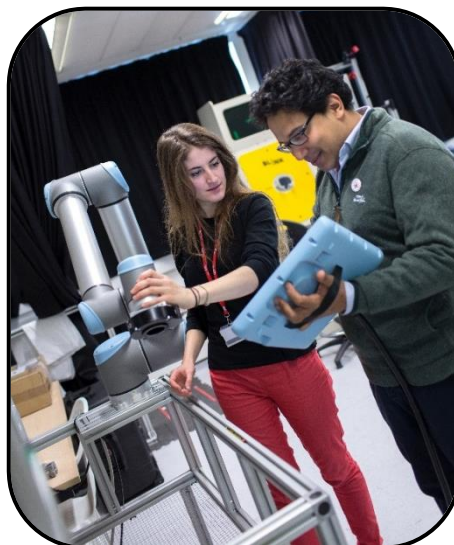
 [www.imperial.ac.uk/placements/information-for-imperial-college-students](http://www.imperial.ac.uk/placements/information-for-imperial-college-students)

## 9. Undergraduate Research Opportunities Programme

### What is UROP?

UROP is Imperial College's hugely active Undergraduate Research Opportunities Programme for students who wish to develop an appreciation of research and the environment within which it takes place.

A UROP placement is a research experience based at Imperial, supervised by a member of academic staff. The placement can take many formats depending on what the student and their supervisor agree to pursue. It will depend on the interests of the student, the opportunities that exist at the time in the research group/area and the professional guidance of the academic supervisor. The vast majority of UROPs will be led by the academic, although for some students it provides an opportunity to lead on an idea with support and guidance from the academic.



Usually UROPs take place for 6-10 weeks over the summer vacation period, although arrangements are made locally between supervisors and students.

### Benefits of UROP

UROPs provide undergraduate students with experience of academic research, which can be a steppingstone to careers in the academic environment (or, alternatively, it may be a way for students to find out that they would not want to pursue an academic career).

UROPs are also a good way to gain new skills which may be immediately useful, or useful in the future. UROPs can also be valuable for building CVs and demonstrating skills to future employers.

"Hosting undergraduate students in my lab during the summers has been extremely beneficial for everyone. The students have a chance to get involved in research projects, which often opens the door to further graduate studies. PhD students and post-docs in my group benefit from the extra help and the chance to supervise students. I enjoy introducing students to research, which is very different from classroom learning."

### Funding

A UROP research experience is not paid employment. You could undertake a UROP placement without funding, although naturally this would not be possible for everyone.

There are also several opportunities to secure funding for your UROP. The College operates a UROP bursaries scheme, which you can find out more about on the website. There are several third-party schemes to which you might be able to apply, and sometimes supervisors are also able to help students in finding funding to cover their living costs. There is a lot of information about funding your UROP on the College website at: <http://www.imperial.ac.uk/urop/how-to-get-involved/funding/>

**How do I secure a project?**

You could approach a potential supervisor directly to discuss opportunities, or you could look at the list of opportunities on the UROP website (<http://www.imperial.ac.uk/urop/how-to-get-involved/academic-entries-adverts/>).

**Where can I find out more?**

The College provides very comprehensive information about UROP placements on the website at: <http://www.imperial.ac.uk/urop/>.

## 10. Working while studying

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

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

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

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

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

### Undergraduate Teaching Assistants

Undergraduates who assist with teaching are called Undergraduate Teaching Assistants (UTAs). UTAs complement the activities of Graduate Teaching Assistants and staff, by assisting undergraduate students in more junior years with their learning. UTAs only teach students in years junior to themselves and do not have any responsibility for setting or conducting assessment.

Being a UTA has several advantages – it is an opportunity to gain valuable experience and skills for personal and career development, and it provides an insight into other aspects of academia. It is also paid work (the number of hours worked each week by a UTA will be limited in accordance with their main academic responsibilities).

Being taught by UTAs also has advantages – they have very recently completed the modules which they are helping to teach and so they have a good understanding of the challenges of the module and how these might be overcome. They can also be inspirational and encourage high aspiration and more independent learning amongst students.

In your first years of study, you won't be able to be a UTA, but you may come across colleagues from more senior years who are, and it may be something you wish to pursue in the future.

## 11. Bursaries and Scholarships

The College has a lot of resources available to help you find bursaries and scholarships to support your studies here. For example, the College runs the Imperial Bursary scheme and the President's Undergraduate Scholarships scheme.

A search tool is also provided to enable you to find out more about other available scholarships. You can find out more about these schemes and tools on the website along with a list of funding opportunities from external organisations for information. This list can be accessed online at: <http://www.imperial.ac.uk/study/ug/fees-and-funding/bursaries-and-scholarships/>.

## 12. Health and Safety

Keeping you safe is a top priority for us. Though Covid restrictions are not enforced at present, we would like to remind you to stay at home if you are ill so as not to inadvertently spread it, to cover your coughs and sneezes, and to respect others' personal space.

The Safety websites to note:

-  College Covid: <https://www.imperial.ac.uk/about/covid-19/>
- Departmental: <https://www.imperial.ac.uk/bioengineering/admin/info/safety/>
- College: <https://www.imperial.ac.uk/safety/>

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

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

### Departmental Safety Adviser

-  Ken Keating
-  +44 (0) 7590 250 478
-  [k.keating@imperial.ac.uk](mailto:k.keating@imperial.ac.uk)

### Departmental Technical and Professional support staff:

<https://www.imperial.ac.uk/bioengineering/people/professional-services-technical-and-operations-staff/>

## **The College Safety Department**

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

The College's activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

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

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

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

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



To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly or the faculty safety advisor, Beth Wallis:

<https://www.imperial.ac.uk/engineering/staff/safety/>

## Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

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

## In the Department

**The Department of Bioengineering considers the health and safety of staff, students, contractors, and visitors to be of paramount importance.**

We expect staff, students, contractors, and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building, particularly out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.

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

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

The Department will provide, manage, and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department and College will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety. Specific methods of research and the safety of this is the responsibility of the Principal investigator.

**As a student, you must not work alone and unsupervised, nor out of hours.**

All major health and safety decisions are made by the [Departmental Safety Committee](#), which meets termly.

Further safety specific information regarding the departmental processes and procedures can be found at the departmental website:

<https://www.imperial.ac.uk/bioengineering/admin/info/safety/> It is essential that you ensure to familiarise yourself with these sites.

**Emergency procedures**

In an emergency, dial extension **4444** from any internal phone or **020 7589 1000** This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Alternatively, press the large red button on the SafeZone app which links straight and immediately to security for first aid (including an ambulance), security and fire. Do not ring 999 as this may cause delays to them getting on campus. Security will coordinate this to ensure that the emergency services gain site access.



If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages, or intruders yourself. More information about fire safety is available on the Fire Safety website:

<http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/>.

**Fire alarms**

The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages, or intruders yourself.

**Building evacuation**

Familiarise yourself with the various evacuation routes and use the nearest staircase, this may not be the same as the one you came on- see the maps at the end of the safety section in this handbook. Do not always head for the main staircase in the RSM regardless of where you are as this gets very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”.

From the main RSM staircase the fire exit is onto Prince Consort Road. The assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is by the Queens Tower.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

**Pre-Existing health conditions** including physical disabilities, mental health and neurodiversity, hidden disabilities, and severe allergies

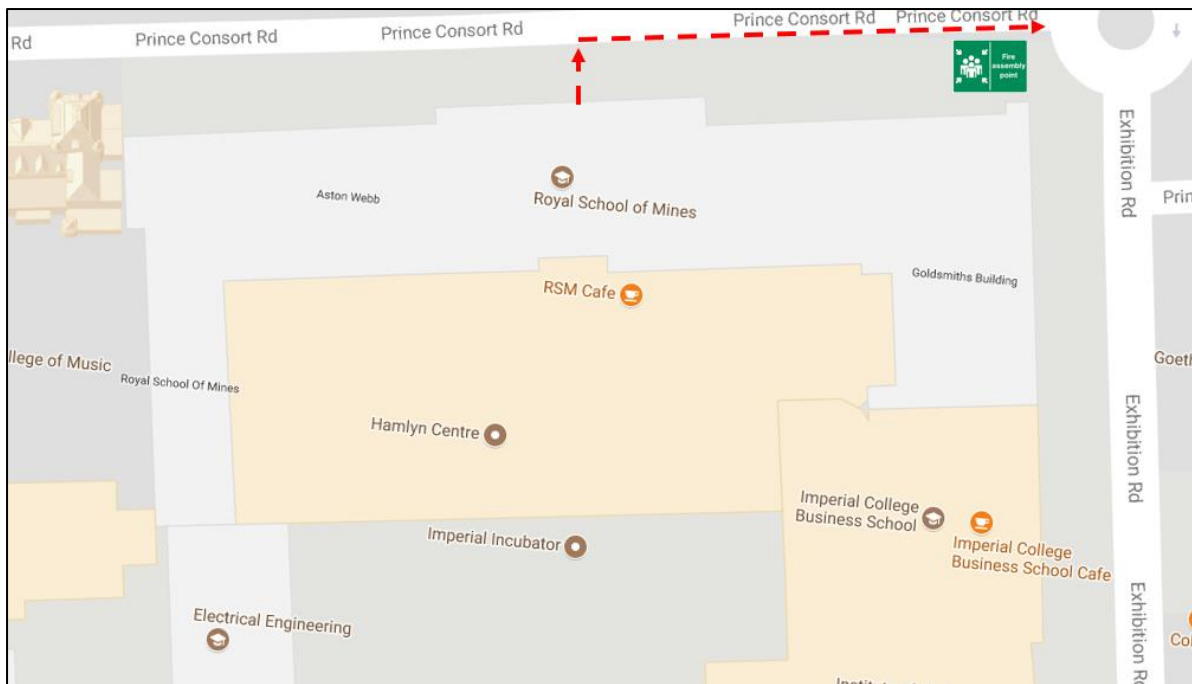


The department is a proud supporter of the [Sunflower Scheme](#). Please see the departmental website for information on this, to inform us (in confidence) of any [Pre Existing Health Conditions](#), to obtain a sunflower card/badge and work with us to ensure that all required measures are put in place (including Epi pens). It is important that we can work with you to ensure your safety and the safety of others. For physical disabilities or any condition which will impair evacuation, such as breathing conditions, a Personal Emergency Evacuation Plan (PEEP) will be required. You should discuss this with Mr Ken Keating, the Department Safety Advisor. If you have any severe allergies (e.g. egg, nuts) please also let [Sandra Roscoe](#) and/ or [Ken Keating know](#), so that measures can be put into place, including the tailoring of labs as required. Central support is available through the [disability advisory service](#) and the [student zone](#)

### **First aid**

Local emergency help is provided by qualified first-aiders – [see the departmental website](#) for a list of who these people are in the Department and for information on the first aid coordinator and how to get first aid trained. For college first aiders or an ambulance, ring Security on extension **4444** from an internal phone or +44 (0)20 7589 1000 or use the SafeZone app for immediate assistance. All security staff are highly trained in first aid. Note that only Security can call the police or an ambulance -this is to ensure that they will have access through the security gate and will be directed to the correct location.

# Evacuation routes



## **Safety Induction**

There will be a safety induction lecture during the first week of term - you are required to attend, and a register will be taken (this is online and will be logged).

## **Laboratories and Workshops**

Undergraduates and MSc students may not use laboratory or workshop equipment without permission and until training has been given. All local rules must be always adhered to.

Please note

- that you will not be given access to the labs until you have completed the necessary safety procedures, training, and inductions - therefore do this promptly when you are asked
- that no work should be undertaken until the appropriate risk assessment is completed and approved with any and all risks appropriately assessed and mitigated against.

Departmental technical staff are here to assist you in your project, however, please be aware that these are busy roles with many people to help so please plan and decide in plenty of time to avoid disappointment.

## **Practical Classes**

For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class. You must read and understand these; the risk assessments detail all of the safety hazards and how you keep safe.

## **Accidents and Near Misses**

All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class. It is then essential that a [SALUS report is filed](#) to allow this to be logged and any potential lessons to be learned, or improvement/fixes to be made to help prevent future occurrences.

It is appreciated that mistakes happen and that we can all make them from time to time. The department fosters a strict no blame culture and would like all occurrences to be reported on SALUS for us to ensure the safety of each researcher, staff member and student within it.

## **First Aiders**

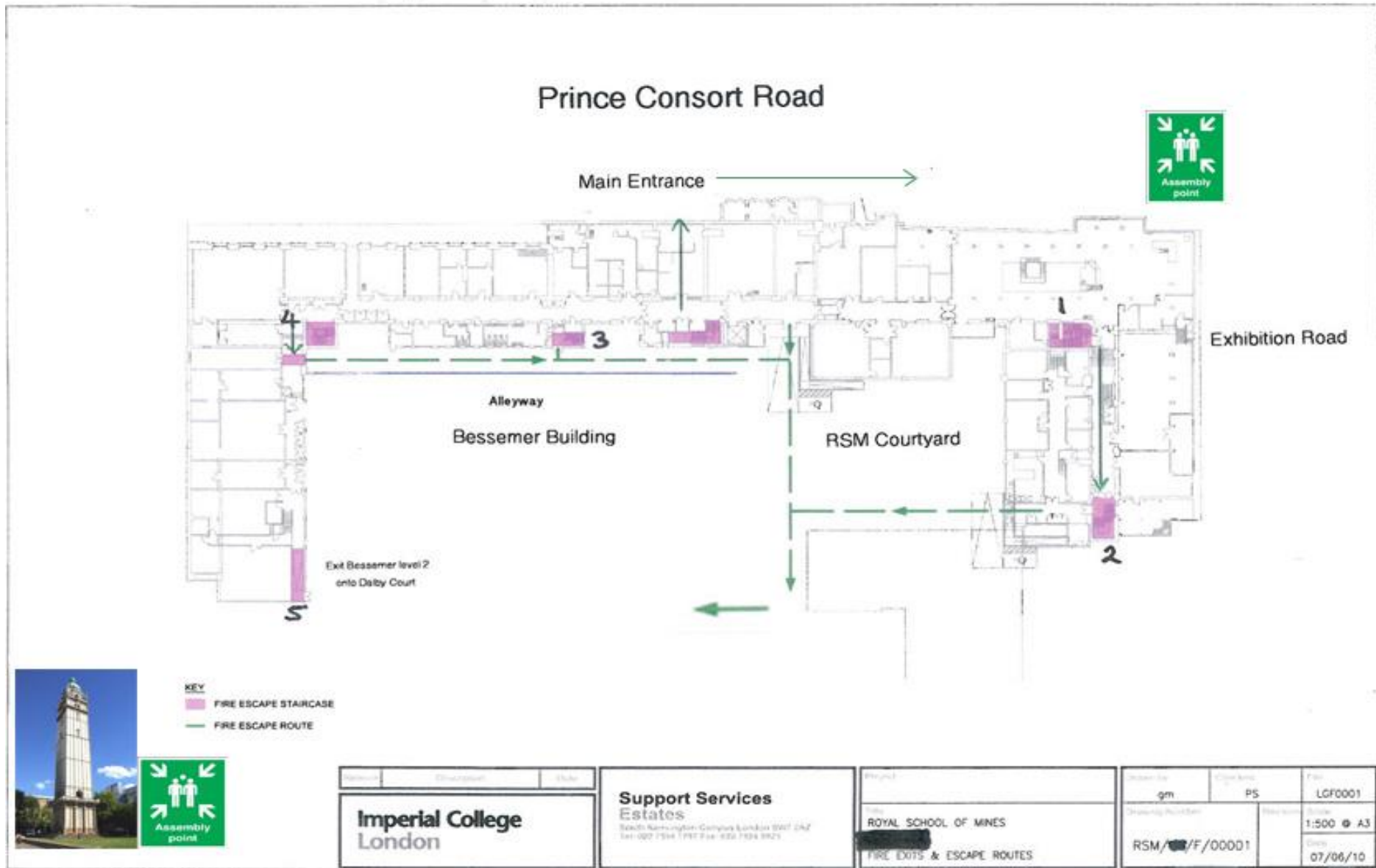
For a list of the Department First Aiders please see the following link:

<https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-fire-wardens/>

Mental Health first aiders:

<https://www.imperial.ac.uk/bioengineering/admin/info/safety/mental-health-first-aiders/>

# RSM Fire Escape Routes





## 13. College Policies and Procedures

### Regulations for Students


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

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

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

### Academic Feedback Policy

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

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

### Marks

Coursework marks will either be returned to you by the responsible lecturer, will be available from the Student Office, or will be available on the College's Virtual Learning Environment (VLE), Blackboard.

### Feedback formats

Feedback may be provided in one of several formats, including (but not limited to):

- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours, meetings with Personal Tutors)
- Interactive (problem solving with GTAs & study groups, peer feedback)
- Written (solutions/model answers to coursework, notes on submitted reports)
- Online (results of online tests with correct answers provided)
- Self-reflective (personal journals, reflective essays, and class discussion)

### Timing of feedback

It is department policy to provide feedback to students within 10 working days of assessment submission. This timeframe may be extended for significantly large assessments or for final examinations. In this case the date when feedback will be available by will be communicated to students. Please refer to the coursework calendar for information on when coursework is due for submission and when you can expect to receive feedback on your work.


## Feedback on exams

Individual feedback will not be provided on written examinations. However, feedback on the general performance of the cohort on the exam questions will be given after the Board of Examinations. Numerical results will be published after the meeting of the final Board of Examiners.

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


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

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

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

## Provisional Marks Guidance

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

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/markings-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/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 coursework assessments (including time remote assessments) in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail).

Work submitted up to 24 hours after the assessment deadline will be marked but the mark will be capped at the pass mark (typically 40% for undergraduate students and 50% for postgraduate students).

Work submitted more than 24 hours after the deadline will not be accepted as a valid attempt and a mark of zero will be recorded. The Department is not obliged to mark (or provide feedback on) work submitted more than 24 hours after the deadline but may do so if it judges the submission to be in a reasonable time and that there are educational benefits. If late work is marked, feedback and marks may be provided outside of the published schedule.

Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

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

## Mitigating Circumstances

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

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

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

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

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

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

When genuine mitigating circumstances occur, the Department will do its best to help you deal with the situation and ensure that you are not penalised for something that is not your fault.

The Department must also be careful to ensure that the circumstances are genuine and sufficiently serious enough to be classified as mitigating circumstances. Any fraudulent claims will be dealt with by the College's disciplinary procedures.

There is a form for students to request that mitigating circumstances are considered, which is available from the Department website  
<https://www.imperial.ac.uk/bioengineering/admin/current-ug/>

In most cases students will also be required to submit documentary evidence, such as an official doctor's note.

If you think you have mitigating circumstances affecting any of the following:

- Attendance at Exams

- Submission of coursework
- Attendance at progress tests, oral tests, or any other kind of test whether assessed or non-assessed.
- Any other responsibility as a student that is assessed, affects the assessment of others, or may have any impact on marks or qualification.

The following procedure **must** be followed:

1. Complete the online form
2. Obtain the necessary documentary evidence – e.g. if you are ill, a doctor's note from a professionally recognised doctor. The [College Health Centre](#) is the best place for this as they understand that we require their opinion on the likely effects of your illness on your performance.

The completed form together with the documentary proof will be submitted to the Mitigating Circumstances Panel. Please ensure you complete the form within 5 working days of the start of the circumstances.

All cases will be considered by a Departmental Mitigating Circumstances Panel, consisting of the Senior Tutor, Deputy Senior Tutor, and Academic Tutor, who meet throughout the term to make a provisional ruling. This is subject to approval by the Examinations Board, which meets at the end of the academic year.

If the circumstances described in the request form are not considered serious enough to be genuine mitigating circumstances) or the evidence is not sufficient, then the request will be rejected, and the situation will be treated as it would have been had the request not been made.

For example if an exam was missed for a reason that was not considered a genuine mitigating circumstance, (e.g. student had the wrong day) then the exam would be counted as a failure.

If the request for mitigating circumstances is accepted, the Departmental Mitigation policy is followed:

**In the case that one or two exams are significantly affected, the following potential outcomes apply:**

1. If there is an opportunity to resit the exam without disadvantaging the student, by for example taking a second mastery test as if it were the first attempt, then this is the favoured option.
2. If the exam was taken and there is some evidence of learning (from for example coursework) then the mark is set to 'MP', Mitigated Pass, which removes the mark from the degree calculations while allowing progression to the next year.

If a student has mitigating circumstances affecting all exams rather than one or two exams specifically identified as being affected, one or two exams may be set to 'MP', to take into consideration their overall performance.

Otherwise, if more than two exams are significantly affected or, if overall performance is catastrophic, the student will be invited back to take exams, and the Board of Examiners should consider whether the student would benefit from attending the whole year again.

**In the case that coursework has been missed, the following potential outcomes apply:**

1. The coursework be accepted for full credit or.
2. That a new piece of coursework be submitted with a new deadline for full credit or.
3. The Committee will suggest an appropriate alternative assessment.

Please note that the Board of Examiners will look at patterns of lateness of coursework submissions, along with lecture, tutorial and lab attendance over all terms when deciding which of the above outcomes are applicable.

### **For Final Year Students**

For final year students College rules are followed for the award of an Honours Degree under classified aegrotat provision, or if there has been a significant but insufficient assessment in the final year the student is offered an aegrotat degree. See the College's academic regulations for BEng/MEng degrees.

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


## **Academic Misconduct Policy and Procedures**

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

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


## **Unsatisfactory Engagement**

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

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

## **Academic Appeals Procedure**

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

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

## Arithmetic Marks Check


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

## Student Complaints

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


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

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

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

## Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

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

## Intellectual Property Rights Policy

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

 [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/](http://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/](http://www.imperial.ac.uk/students/enterprising-students/)

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

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

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



## Trusted contact scheme

We are collecting the data below so that we can:

1. deliver and administer your education, record the details of your studies (including any placements with external organisations), and determine/confirm your academic achievements (e.g. results, prizes).
2. enable your participation at events (e.g. careers, inspiration lectures).
3. communicate effectively with you by post, email, and phone, including the distribution of relevant newsletters.
4. direct you towards appropriate support (e.g. Disability Advisory Service)
5. enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).

This information will not be shared with anyone outside of the Department unless there is a clear and immediate danger to you or another person or if required to do so by law.

The data will be collected, stored, made available to you for the purposes of checking and correction and retained according to the Data Protection Procedures and Policy of Imperial College:


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

If you have any questions about how your personal information is used, or wish to exercise any of your rights under GDPR then please contact Sam McKenney: [s.mckenney@imperial.ac.uk](mailto:s.mckenney@imperial.ac.uk)

## General Data Protection Regulation (GDPR)

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

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

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

## 14. Animal research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:



[www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

## 15. Wellbeing, support and advice

### In your department

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

#### Your Personal Tutor

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

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

Your Personal Tutor is usually a member of academic staff who is allocated to you for the duration of your programme to offer help and support with academic or personal issues. They will also follow your progress throughout the course to help keep you on track to succeed.

Your Personal Tutor will meet with you in groups of three or four in alternate weeks during the first year, and periodically during the second, third and fourth years. The attendance of Personal Tutorials (time-tabled in first year) is compulsory. These are occasions where you can raise any areas of difficulty, but these sessions will also be programmed to help you develop learning strategies.

Academic staff in the Department of Bioengineering are very active, internationally known, researchers. However, this may mean that they are not always in their offices, and so email is an excellent way to arrange appointments and to consult them on minor issues. If the problem is not resolved via this route, you may also want to consult the Senior Tutor, Deputy Senior Tutor, Director of Courses or Student Wellbeing Adviser.

Additionally, as Bioengineering is a highly multi-disciplinary subject, your Personal Tutor may not always be able to answer all technical questions on modules outside their specialism, but they will happily put you in contact with someone who can -such as the appropriate lecturer or Module Leader. Other members of the academic staff will generally make themselves available to discuss aspects of the module with which they are concerned. Please e-mail them to make an appointment. Remember –your Personal Tutorials are timetabled and the attendance of them is compulsory.

#### Student Wellbeing adviser, Sandra Roscoe

Email: [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

Telephone: +44 (0) 7395 252288 or +44 (0)20 7594 5181

 <https://www.imperial.ac.uk/bioengineering/student-wellbeing/>

Sandra can be contacted by any student in the department for a confidential conversation about whatever is on their mind. She can provide advice and support and direct students to other sources of support as needed. Sandra is also the departmental disability officer and can advise on support/exam adjustments available to students with any type of disability or long-term condition. Her working hours are 9am-5pm on Monday, Wednesday, Thursday, and 9am-12.30pm on Tuesdays and Fridays.

## Mums and Dads scheme

Imperial College Union's 'Mums and Dads' scheme matches first years with returning students in your department to help you tap into their experience and find peer support available from existing students.

 [www.imperialcollegeunion.org/mums-dads](http://www.imperialcollegeunion.org/mums-dads)

## Departmental Disability Officers

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

Your Departmental Disability Officer is Ms Sandra Roscoe

Email: [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

Telephone: +44 (0)20 7594 5181

Ms Sandra Roscoe is your first point of contact within your department and is there to help you with arranging any support within the department that you need. She is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

At Imperial College London we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. Therefore, it is important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. This service is strictly confidential between you and the relevant College personnel and support services.


Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease)
- Physical disabilities or mobility impairments
- Visual difficulties

More information on Departmental Disability Officers is available at:

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

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

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

## **Disability Advisory Service**

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office, or the estates department
- Checking that your evidence of disability is appropriate and up to date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

You can find about more about the Disability Advisory Service on the website at: <https://www.imperial.ac.uk/disability-advisory-service/>

## **Disabled Students Allowance**

All home students who are UK residents, pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance, which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan you will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long-term health problems are also eligible

## **International Students**

### **English language support**

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening, and speaking, 1-1

consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

 <https://www.imperial.ac.uk/academic-english/>

 <http://www.imperial.ac.uk/academic-english/current-students/undergraduate/>

## **International Student Support team**

Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

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

## **Visas**

[It is very important that you comply with all the conditions of your visa.](#)

[If you need help or advice about visas and your visa conditions please contact the International Student Support team:](#)

<https://www.imperial.ac.uk/study/international-students/visas-and-immigration/>

Whilst in the UK on a student visa, you are required to comply with all the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College's case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:

Students who select Imperial College as their location for collection will be emailed inviting them to book a slot so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

For further information, please get in touch with the College's International Student Support team

<https://www.imperial.ac.uk/study/international-students/contact-us/>



## In your hall of residence

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


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

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

Each hall also has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So, if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

More information and the latest guidance around accommodation can be found at:

 [www.imperial.ac.uk/study/campus-life/accommodation](http://www.imperial.ac.uk/study/campus-life/accommodation)

## Your Union

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

### Imperial College Union Advice Centre

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

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

### Student representatives

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

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

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

## Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there's something you would like to discuss or change.

## Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

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


## Useful support contacts

### Health and wellbeing

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

Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

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

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


Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus

 020 7589 6623




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

Student Counselling and Mental Health Advice Service

 020 7594 9637

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

#### Multi-Faith Chaplaincy Service

 Chemistry Building, South Kensington Campus  
 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)  
 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

#### LGBTQ+ Support

 <https://www.imperial.ac.uk/counselling/lgbtq-specialist-support-services/>

#### Disability Advisory Service

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

#### Bullying and harassment

No forms of bullying or harassment are tolerated at Imperial. If you experience bullying or harassment, there are different options for you to consider and you can get advice and support before you decide what you want to do.

 <https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/>

#### Sexual violence support

These pages provide information about accessing support and advice if you, or someone you know, have experienced sexual violence

 <https://www.imperial.ac.uk/student-support-zone/student-services/sexual-violence-support/>

#### Financial Support/advice

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

 <https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/>


 <http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/global-fund/>

 Old Centralians trust <https://www.cgca.org.uk/>

Staff can apply for the Dean's hardship fund on a student's behalf. Applications are made twice a year, around November and April. Please contact your personal tutor (or a staff member you feel comfortable speaking to) if you have financial difficulties.

### **International students' support**


Centre for Academic English

 Level 3, Sherfield Building, South Kensington Campus

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

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

### **International Student Support team**


 020 7594 8040

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

### **Careers**

Careers Service

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024


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

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

### **ICT and software**

ICT Service Desk

 Central Library, South Kensington Campus

 020 7594 9000

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

Software shop

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


## 16. Student Administration

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

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


The Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

### Student Records

 +44 (0)20 7594 7268

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

### Degree Certificates

 +44 (0)20 7594 7267

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

## 17. Work-life balance

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

### Imperial College Union

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

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

### Move Imperial

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

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

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

With an annual fee of £35 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](http://www.imperial.ac.uk/sport)

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

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



## 18. Student feedback and representation

### Feedback from students

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

We are committed to achieving and maintaining the highest standards in teaching on all programmes.

#### Programme quality

In the Department the Teaching Committee regularly review modules and take note of academic and peer review of lectures and classes.

Our Board of Examiners also have a role in ensuring the courses delivered are of a high quality. They undertake activities such as reviewing syllabi, lecture content, reading lists, coursework requirements, examination papers etc. Students from all years meet with the Board of Examiners once a year to present their views and opinions.

You can find out more about the role of external examiners on the website at:  
<http://www.imperial.ac.uk/bioengineering/admin/current-ug/external-examiners/>.

At College level, high standards are maintained by the provision of staff development courses and the review of all taught components and formal examinations by the Programmes Committee. The programmes are subject to the College's quality assurance processes.

Many of our programmes are reviewed in detail and at regular intervals by the Professional Engineering Institutions to ensure that the high standards required for professional accreditation are maintained.

#### Student feedback

As students of the Department, you have a very important role to play, by communicating directly with members of staff or via Year or Departmental Representatives. As a cohort, you will be asked to elect year representatives who will sit on the Staff-Student Committee, work with the Departmental Student Representative, and provide valuable feedback. You can find out about the Staff-Student Committee on the website at:  
<http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/>.

Formal routes by which students are involved in course evaluation are in the Staff-Student Committee, which meets once a term, and in your completion of surveys. You will be given more information about how to complete these surveys later in the term. The surveys give you the opportunity to comment anonymously on the modules and the lecturers. It is very important that these are completed since the feedback that they give to us is invaluable in improving the degree programme for you. You can raise issues at any time – you don't have to wait for the SSCM.

Ultimately - if there is something wrong please tell the Academic Tutor or the Student Office as soon as possible, so that we can fix it.

#### The Department's "You Said, We Did" Campaign

You can find out more about what the Department has changed in response to student feedback by looking at our You Said, We Did webpage at:  
<http://www.imperial.ac.uk/bioengineering/admin/current-ug/you-said-we-did/>.

### **The Union's "You Said, We Did" Campaign**

You can find out more about some of the changes that have been made as a direct result of student feedback online, at <https://www.imperialcollegeunion.org/you-said-we-did>.

## **Student representation**

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



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

## **Staff-Student Committee**

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



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

In the Department of Bioengineering, the Staff Student Committee meetings serve as platform of exchange of students' experience in the programmes; and for compiling the students' complaints and suggestions. Staff also report implemented changes back to the students. In addition, all information is collected by the Student Union to present a global view of the College. Further, relevant issues raised at SSCM are discussed at the Departmental Teaching Committee Meeting, where academic staff discuss solutions.

Students from every year group of each degree programme are elected annually to serve as representatives. This could be you!

More details can be found here:

<https://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/>

## 19. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to provide feedback on your College experience, the following surveys give you regular opportunities to make your voice heard:

- **The UG SOLE module survey** runs at the end of the autumn, spring, and summer terms. This survey is your chance to tell us about the modules you have attended. There is also the opportunity for you to tell us about your **BPES** and **Horizon** modules.

- **Module Evaluation Questionnaire (MEQ)**

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

- **Student Experience Survey (SES)**

The SES is an annual survey which aims to gather feedback on a range of College services and on Imperial College Union. The survey seeks to understand your opinions on life at the College beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.

- **National Student Survey (NSS)**

The NSS is an annual survey which asks respondents to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

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

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

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

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

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

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

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

## 20. And finally

### Alumni services

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

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

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

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

### Staying in touch

It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived for your first year. However, it will come around sooner than you think!

We really value all our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College's global community of over 180,000 alumni.

As a current student, you can find out about what alumni from the College do now by reading some stories online: <https://www.imperial.ac.uk/alumni/alumni-stories/>

You can also find out more about alumni of the Department in the on the website at: <http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/>.

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.

### Opportunities for further study

After you have completed your MEng Molecular Bioengineering degree, you may choose to continue your studies either at Imperial or elsewhere. Previous graduates have gone on to study for Master of Science (MSc), Master of Research (MRes), or doctorate (PhD) awards both in the Department of Bioengineering and elsewhere.