

IMPERIAL

Faculty of Engineering

**Department of Civil and
Environmental Engineering**



Student Handbook 2024–25

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Welcome to Imperial

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

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

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

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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

Introduction from the President of Imperial College Union



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

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

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

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

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

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

Wishing you an incredible year ahead,

Camille Boutrolle, Imperial College Union President 2024-25

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

1. Introduction to the Department

Welcome from Head of Department



It is with great pleasure that I welcome our returning and new students. I hope you had a restful, rejuvenating, and enjoyable break. Your Department is absolutely committed to giving you excellent education and all-round experience in a safe, secure, convivial, and conducive environment that will allow you to maximise your potential. Your Health, Safety and Well-being (HSW) are of paramount importance to us, and I ask you to take great care to follow our HSW guidance that will be availed to you.

You will be studying alongside some of the brightest and most motivated students from around the world, taught and supported by exceptional and internationally leading academic, professional/administrative and technical staff. A strength of our Department, and the College as a whole, is its diversity (including nationality and culture with well over 50 nationalities represented in our Department alone). The Department embraces and practices the College's [Core Values](#) that guide our behaviour and shape our working environment: Respect, Collaboration, Excellence, Integrity and Innovation.

I wish you the very best in all your endeavours in the coming year. I look forward to meeting you in person.

Professor Washington Yotto Ochieng

CBE, EBS, FREng, CEng, BSc, MSc, PhD, DSc (hc), CEng, FICE, FRIN, FCIInstCES, FCIHT

Welcome from the Director of Undergraduate Studies



Welcome to our undergraduate programme in the Department of Civil and Environmental Engineering. I look forward to meeting those of you who are joining us for the first time as Year 1 students and reconnecting with those of you who are returning. I hope you've enjoyed the summer and feel refreshed and ready to start the academic year. I'm sure that you're looking forward to meeting up with other students and making the most of what we have on offer in our department and across Imperial. We are committed to delivering the best student experience and supporting you through your studies, so please know I'm always open to hearing your ideas and thoughts about things we could do

better on. Please feel free to email me, knock on my door, or to say "hi" in the corridor. I wish you all the best for an enjoyable and successful academic year ahead.

Professor Marc Stettler

Introduction by the Year 1 Coordinator



It is a pleasure to welcome you to the Department of Civil and Environmental Engineering at Imperial College London. In the coming four years we aim to provide you with a world-class training that is stimulating, challenging, that will open many doors and help you to pursue the path you choose. This handbook provides a general overview of the MEng course, as well as general Departmental and College information.

Our objective is that as many of our students as possible succeed and enjoy their time with us. Whilst you will need to work hard to succeed, this should be an enjoyable experience as you learn about engineering and develop friendships amongst your colleagues.

It is important to be aware of a few key points to ensure you maximise the opportunity presented to you as a student in this Department:

1. We have designed the Year 1 timetable specifically to give you large chunks of uninterrupted time for individual study and group work. You need to use this time wisely and manage your learning.
2. The timetable includes lectures, tutorials and laboratory sessions, all material is also available online to ensure that you are able to achieve all the learning objectives. We expect full attendance at all of these sessions. We also expect you to be punctual and respect the etiquette in all classes regardless of delivery method.
3. Tutorial sessions give you the chance to ask your questions about the module material to staff and/or Graduate Teaching Assistants (GTAs). You need to keep up with the tutorial sheets in order, use these sessions effectively (see point 1).
4. If there is a problem with a module, for example scheduling, classrooms, audibility, readability etc., please highlight any issues by informing the staff member responsible immediately.
5. You will have the same personal tutor for the entire course, so it is important to develop a relationship with them. It is **your** responsibility to contact your personal tutor at intervals throughout the year.

The final (and possibly most important) point is to make use of one of the most useful resource available to you: your fellow students. We expect you to study in groups, to ask each other questions, and to solve problems together. In your future engineering careers, you will always be working as part of a team and we encourage you to start to develop your team working skills as early as possible.

I hope that you enjoy your first year at Imperial College London whether you are joining us on campus or remotely and I am looking forward to getting to know you over the first few weeks.

Dr James Lawrence



Hello Freshers!

Congratulations on making it into the Civil Engineering department at Imperial, you have all overcome and accomplished a great deal to get here, and we're so pleased to have you all! I'm Ingrid, this year's CivSoc chair.

You are probably wondering, what is CivSoc? CivSoc is the Civil Engineering Society at Imperial and is run by students for students. As an Imperial Civil Engineering student you are automatically a member of the society, and can immediately take full advantage of everything we have to offer!

CivSoc is one of the most active departmental societies at Imperial, running a wide variety of events all year round to help you form lifelong friendships and bonds within the department. Keep an eye out for our wide range of events throughout the year including the CivSoc careers fair, bar nights, Christmas dinner, industry talks and many, many more.

What about freshers week? We have been awaiting your arrival all summer and have prepared two exciting events for your Freshers Week, so hold onto your hard hats and get ready for the pinnacle of civil engineering socials. On Monday, after the careers fair, you will have the chance to meet your CivSoc family, a mixture of other freshers (siblings) and older years (Mums&Dads) who will help you integrate and make the most of your first year at imperial. To participate you need to sign up, so keep an eye on your inboxes! On Thursday we have the much anticipated, longstanding tradition of the Four Bridges Pub Crawl (rumoured to date back to Brunel himself).

The next four years will be some of the best in your life, and they will go by very, very fast. Although there is plenty of work coming your way, the best way to integrate with others and make the most of your time at university is to take part in extracurricular activities. I cannot encourage you enough to wholeheartedly take part in the freshers activities that CivSoc has to offer and get to know other students from all year groups.

For more information, and to keep updated keep an eye on your inbox, as well as the CivSoc socials at Instagram and Twitter.

If you have any questions or ideas, feel free to reach out to us at civsoc@imperial.ac.uk. See you very soon!

Ingrid Fung

CivSoc Chair 2024-2025

Academic and administrative staff



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Departmental website

 <https://www.imperial.ac.uk/civil-engineering/>

Undergraduate office

Your first point of contact in the Department for all enquiries relating to Undergraduate matters is the Undergraduate Office (in the Education Office on the 2nd floor of the Skempton Building). The office is normally staffed between 08.30 and 17.00, from Monday to Friday. You can also contact the Undergraduate Office by email at: ciugo@imperial.ac.uk

Attendance and absence

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

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

Expectations for attendance and punctuality

You are required to attend all timetabled events within term start and end dates. You must inform the Undergraduate Office (ciugo@imperial.ac.uk) of any absence from College. If you are absent from a lecture, tutorial or laboratory session, you should email the relevant lecturer or module coordinator. If an absence is due to illness and lasts for more than seven consecutive days, you must produce evidence from a medical health professional.

You are expected to arrive on time for events. Arriving late for timetabled events is not acceptable as it is disruptive and disrespectful to both the lecturer and students already present. You should be in the room before the lecture commences and return on-time after breaks. Persistent late arrivals will be considered to fall short of our expectations and will be reported to both personal tutors and Senior Tutor.

Monitoring attendance

All procedures for monitoring attendance and reporting student activity apply equally to all students.

The monitoring of attendance will take place at the following timetabled events throughout the year, including:

- Start-of-session induction.
- Completion of Health and Safety induction, at which a checklist must be completed, signed by the student and a relevant member of staff.
- At the start of lectures, tutorials and labs.
- Attendance at field trips and site visits.
- Examinations and progress tests.
- Scheduled meetings with personal tutors and/or project supervisors.

The following shall apply:

- Monitoring of attendance at lectures, tutorials and labs will be conducted using the 'My Imperial Campus' app.
- Personal tutors will report to the Undergraduate Office if a student misses a scheduled meeting.

You must not, under any circumstances, sign in for another student. Forging or falsifying attendance will be treated as Dishonest Practice, a form of Academic Misconduct and will be investigated according to the College's [Academic Misconduct Policy and Procedure](#).

Criteria for satisfactory engagement

The following points outline the process by which student engagement will normally be evaluated and the actions taken:

- Attendance will be monitored throughout term.
- The Undergraduate Office shall inform the relevant Senior and Personal Tutor of any student whose attendance falls below 90%.
- The student will be invited for a meeting, be warned that continued non-engagement will not be tolerated and will be offered support and guidance to re-engage ('informal action').
- After this meeting, if a student's attendance falls below 90% in the following month, the Senior Tutor shall inform the Head of Department and the College Registry. 'Formal procedures' as detailed by the College's [Unsatisfactory Engagement Policy](#) will be invoked.
- Ultimately, if a student's attendance remains unsatisfactory, they may be required to withdraw from the College.

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



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

Key dates 2024–25

Term dates

Autumn term:	28 September 2024 – 13 December 2024
Spring term:	04 January 2025 - 21 March 2025
Summer term:	26 April 2025 – 27 June 2025

Closure dates

Christmas/New Year:	23 December 2024 - 01 January 2025 (Imperial reopens on 02 January 2025)
Easter Holiday:	17 April 2025 – 22 April 2025 (Imperial reopens on 23 April 2025)
Early May Bank Holiday:	05 May 2025
Spring Bank Holiday:	26 May 2025
Summer Bank Holiday:	25 August 2025

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

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



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

2. Programme information

Programme overview

We offer two MEng courses:

- **H201 Civil Engineering (MEng), 4 years**
- **H202 Civil Engineering with a Year Abroad (MEng), 4 years**

Further information on both courses can be found in the Programme Specifications, including guidance on ECTS, associated marks and pass criteria.



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

Programme structure

Years one and two offer a broad education in the theoretical principles and conceptual fundamentals that underpin the Civil Engineering profession. They consist of core modules only. Year three consists of a mixture of core and elective modules, with year four comprising a selection of elective modules and the completion of a core piece of research work. The study of electives and the final year project give students an opportunity to develop specialist knowledge of a particular field.

Students registered for the year abroad programme will take the relevant language course for credit in years one and two, with the option to continue their language studies in the third year if required.



<http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/syllabus/>

Programme delivery

Modules will be delivered through a series of lectures, although teaching methods will vary between individual modules. Other teaching methods employed may include tutorials, group discussions, group work, progress tests, workshops, and others depending on the preferences of the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate.

Link to competency statements



http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/civil/public/ug/UG_30_03_15-Competence-Standards-Civil.pdf

Centre for Academic English



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

Links with employers

Imperial College works closely with employers and industry, to design undergraduate courses which provide graduates with the required technical knowledge, expertise and transferable skills for successful careers. In Civil Engineering, students gain valuable contact with the industry through visiting lecturers, field trips, the Constructionarium, our creative design course, as well as their group and individual projects. Students are also encouraged to pursue internships during their summer vacation. All our undergraduate programmes are accredited by the Joint Board of Moderators and so, together with suitable work experience obtained after graduation, provide a route to the professional qualification of Chartered Engineer (CEng). Graduates also gain the Associateship of the

City & Guilds Institute (ACGI), an internationally recognised qualification unique to Imperial Engineering Graduates.

Accreditation/Professional membership

Our degrees are accredited as fully satisfying the educational base for a Chartered Engineer (CEng). For further information visit:

 www.jbm.org.uk

Undergraduate students are encouraged to become student members of the:

The Institution of Civil Engineers (ICE)

 www.ice.org.uk

The Institution of Structural Engineers (IStructE)

 <https://www.istructe.org>

These institutions will include you in worldwide communities of professionals working in your field of expertise and is advantageous for exchanging knowledge and networking. As a member, you can use the facilities of the institutions, such as the Library.

Field trips and Civil Engineering Design 1

Civil Engineering Design 1

For the Sketching and Modelling component of this module you will be provided with necessary materials and will be advised by the Tutors on the purchase of additional materials up to around £20.

Field trips

Year I: Surveying

As a part of the Professional Engineering Practice Module, you will attend a six-day field course in practical land surveying. Students work in small teams to carry out all the surveying and alignment design work required to set out a new road. This includes reconnaissance, control survey (GPS survey, traversing and levelling), detail mapping (stadia tacheometry and total station survey), plan (map) compilation, environmental appraisal, road planning, alignment design, setting out and determination of the quantity of earthworks.

Year II: Geology

As a part of the Soils and Engineering Geology module, you will take a five-day geology field course. This is normally held in Minehead, Somerset. The course emphasises the importance of geology and the geological environment to civil engineering design. In particular, students are taught how to identify and apply an appropriate geological model, undertake a geological hazard and risk assessment and so infer potential engineering geological problems.

Year II: Constructionarium

The second year ends with the Constructionarium, part of the Civil Engineering Design 2 module. This one-week residential course is held on a specially designed site, where students will build projects often at about 1:10 scale, such as dams, oil rigs, tunnels, towers, bridges and a stadium. The teaching team comprises a contractor, consulting engineers and Imperial's own lecturers, technicians, PhD students and alumni. Students work in teams, as managers and chartered engineers, or specialist or general operatives, answering to a client on time, budget, quality and compliance with contract.

Outdoor clothing

The weather here in the UK is unpredictable and can be cold and wet when these field trips are held. We would therefore advise you to bring some waterproof clothing and warm layers when you return for the summer term.

Safety boots

All students are required to own a pair of safety boots for field trips and for some laboratory sessions.

Please note that when purchasing your own safety boots, they must meet the British Standard Requirement, (the footwear needs to be classified as complying with **EN ISO 20345 class SB-P, S1-P, S3, or S5** (which provides the highest level of impact resistance in the toe area and is fitted with a steel mid-sole).

Timetable

You will receive details of your timetable in advance during the first days of the new term. All students, once subscribed to the timetabling database, will receive a subscription email. You can access the Timetabler Calendar using any web browser.

 <https://www.imperial.ac.uk/timetabling/calendar/>

Professional skills

Professional skills development will be delivered throughout the curriculum in various forms, including teamwork, problem-solving, applying concepts to real-world situations, and formal presentations.

Work opportunities

The Department encourages you to take early advantage of the careers education, information and guidance available from the following sources:

- College Careers Advisory Service (Level 5, Sherfield Building), with which you can book careers appointments, quick interview sessions, skills workshops, mock interviews, and much more.

 <http://www.imperial.ac.uk/careers/>


- The transferable skills training programme run by the Graduate School.

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/>

- Careers presentations and careers fairs, which occur throughout the autumn and spring terms. Details are circulated to all students closer to the dates.
- Details of jobs will be posted on the careers sections of the website. New posts are notified to us throughout the year, so check online regularly.
- Additionally, you can contact the Departmental Careers Advisor for further guidance and information:

 Professor Peter Stafford

 Room 321, 3rd Floor, Skempton Building

 +44 20 7594 7916

 p.stafford@imperial.ac.uk

My Imperial Campus

An app for students - designed by students!

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

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

Current feature highlights:

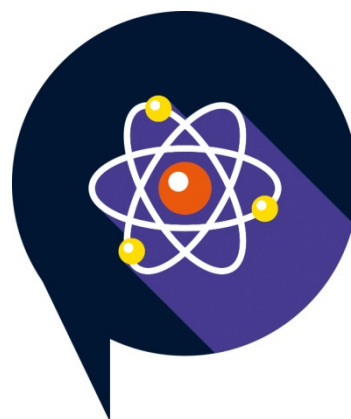
- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.
- 'Maps' - 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' : From academic year 24-25 all MEng Civil Engineering students are required to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link off to view your full timetable in a browser.
- 'Internships and Careers' - Search through the latest internships and job vacancies received by the Careers Service.

Imperial Success Guide

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



www.imperial.ac.uk/students/success-guide/ug/



I-Explore Modules

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

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



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

Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial.

This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The

Student Shapers programme is open to all Imperial students across all departments. All

opportunities that have been approved are listed in the 'Current Projects' area of the website.



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

Imperial Award

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



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

3. Assessment

Assessment Document and Pass Criteria

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. Information on module assessments can be found on [Blackboard Learn](#).



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

For information on breakdown of assessments on each module, please refer to the 'Assessment Document' on Blackboard Learn:

Organisations > Undergraduate Examinations > Assessment Document and Grade Boundaries > Assessment Document

For information on Criteria for Progression and Awards, please refer to the 'MEng Pass Criteria' on Blackboard Learn:

Organisations > Undergraduate General Information > MEng Pass Criteria

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



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



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

Submission of Coursework

The Coursework Schedule for your particular year group containing details and deadlines for each element of coursework can be found on Blackboard Learn in the Undergraduate General Information course. To view the information, you should click the Coursework Information Folder.

The Coursework Schedules are up-dated regularly but remain as a draft throughout the session. They are intended to give you advance warning of the assignments that are set and when they are to be submitted, which should help you to manage your time. It is the responsibility of Student Representatives to communicate all agreed modifications to the deadlines of coursework submissions / marking / feedback to the Undergraduate Office at ciugo@imperial.ac.uk

All coursework submissions will be online via Blackboard unless specified otherwise.

Coursework Cover Sheets

Coursework cover sheets for group and individual work can be downloaded from Blackboard Learn and saved to your device. Each contains a plagiarism declaration which must be signed.

Submitting Coursework

The deadline for submitting Undergraduate coursework is at 10.00am UK time on the specified due date, unless otherwise specified by the coursework setter.

Receiving Marked Coursework

Lecturers should return coursework within three weeks of it being handed in (four if this period includes a College vacation). If there is a delay you should consult your Student Representatives who

will then communicate with the setter on your behalf, or the Undergraduate Office. If there is still a delay this should be followed up with the relevant Year Coordinator.

Penalties for late submission

The Department has a fixed policy on the late submission of coursework. A penalty will be applied on any coursework submitted up to 24 hours past the deadline, whereby the mark will be capped at the bare pass mark if there is no mitigation. Coursework submitted more than 24 hours past the deadline may receive feedback but will not receive a mark. The penalty for late submission does not apply to coursework that is intended to be completed and submitted within timetabled sessions (e.g., design projects, progress tests). In such cases, a zero-tolerance policy applies for missing the deadline, unless there are valid mitigating circumstances.

Where you have mitigating circumstances that could prevent you from submitting coursework on time you should submit a Request for Late Submission Form which will be processed by the Undergraduate Office at least two working days prior to the coursework deadline. This will be considered by the coursework setter and the Senior Tutor. The Undergraduate Office will keep a record of all Request for Late Submission Forms so that repeated requests for clemency can be noted and followed up on either by your Personal Tutor or the Senior Tutor.

Confidential certificates/letters should be attached to the Request for Late Submission Form.

Reading Lists

The College has a system, for students to view their reading lists, and create their own virtual library collections. Each of your modules on Blackboard Learn will include a direct link to the core and supplementary recommended texts. You can also view where in the Central Library your recommended texts are available, and how many copies are available, as well as commenting and collaborating with other students.

 <http://www.imperial.ac.uk/admin-services/library/learning-support/reading-lists/>

Past examination papers

Academic staff will make available past examination papers and model answers or hints to answers to the Blackboard Learn or will work through example past examination questions during tutorial sessions. You will be advised when these papers are available.

Transferring between courses


Students wishing to transfer between the H201 and H202 courses should contact the Undergraduate Office (ciugo@imperial.ac.uk).

Instruction to Candidates for Examinations

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

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

Instructions for exam candidates can be found here:

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

Academic Integrity and Academic Misconduct

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

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



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

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

Plagiarism

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

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



www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

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

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



www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/

Collusion

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

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

Exam offences

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

Dishonest practice

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

Use of generative AI tools

Students of the Department of Civil and Environmental Engineering are permitted to make use of generative AI tools for the purposes of completing coursework assignments, unless specifically prohibited to do so in the relevant assignment brief.

All work submitted must be expressed in students' own words, incorporating their own ideas and judgements. Any ideas, text, or computer code generated using generative AI tools, if included in students' submissions, must be considered as originating from a third party and must thus be appropriately attributed and cited in line with best academic practice. Guidance on how to appropriately reference generative AI tools as sources is available from the [Library](#) (under G for Generative AI). Further guidance on use of such tools, and common issues associated with their use, can be found [here](#) (Library) and the [Generative AI and Study Guidance Hub](#).

Failure to properly attribute the origin of 3rd party ideas presented in submitted work, whether from literature or an AI tool, constitutes plagiarism and will be prosecuted under the [College's Academic Misconduct Policy and Procedure](#).

Where generative AI tools have been utilised in the process of generating a document or presentation for the purposes of improving the readability, presentations, or language of a student's original work, a notice of which tools were used, and for what purpose, should appear following the list of references.

To ensure quality assurance of assessment is maintained, module coordinators may invite a random selection of students to an 'authenticity interview' on their submitted assessments. This means


asking students to attend an oral examination on their submitted work to ensure its authenticity, by asking them about the subject or how they approached their assignment. Being invited to an authenticity interview does not mean that there is any specific concern that you have submitted work that is not your own.

For the avoidance of doubt, code generators and AI syntax checkers that are built on top of other generative AI tools (e.g. GPT3/4) also require appropriate attribution. Such tools include but are not limited to Microsoft Copilot, Grammarly, Notion AI, Writefull, Github Copilot and Datacamp Workspaces.

4. Board of Examiners

Board of Examiners


 Dr Andrew Phillips, Chair of the Board of Examiners

 Dr John Craske, Examinations Officer

Members

All staff involved in the delivery, setting, and marking of assessment for the programmes.

External Examiners

 Prof Giulia Viggiani, University of Cambridge

 TBC

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution, that acts as a critical friend to the staff delivering your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of Imperial's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the university's awards are appropriate, of comparable standard to the rest of the sector, as well as highlighting good practice and/or potential areas of enhancement.

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

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

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

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

The individual External Examiner reports for your programme/department are available from your department. Please contact the Director of Undergraduate Studies for more information.

5. Location and facilities

Location

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

Your main location of study will be:



South Kensington Campus
Department of Civil and Environmental Engineering
Skempton Building
Imperial College London
London
SW7 2AZ

Facilities

PC laboratories

The building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College's Central Library. A full list of the College rules regarding computer use are available at:



<http://www.imperial.ac.uk/admin-services/ict/>

Shared teaching space

The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.



<http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/>

Printing

There are several networked printers in the Skempton Building, including the BOSS Space on level 2, and across the South Kensington Campus. You can access these with your College ID card. When you print a document, it is sent to a common print queue, meaning that you can collect it from any touch card printer that your College ID card gives you access to, including the Central Library and Departments across the Campus.



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

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



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

Library Services

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building. Further study space is available on level 3 of the Sherfield Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library workshops and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

 www.imperial.ac.uk/library

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

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

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/admin-services/security/safezone/ for more details about SafeZone.

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

6. Working while studying

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

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

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



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

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

The university's Board of Examiners will not normally consider as mitigating circumstances any negative impact that employment may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

7. Health and Safety

Keeping you safe is a top priority for us. Imperial still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial guidance to students can be seen at:

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

The Imperial Health and Safety Policy can be found at:

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

Your Departmental safety contact is:

 Dr Geoff Fowler
 Room 413, Skempton Building
 020 7594 5973
 g.fowler@imperial.ac.uk

You will be required to complete inductions and attend training sessions to safely complete this course. You will be informed of the time and location of these sessions.

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

Imperial Safety Department

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

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

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

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

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

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

 www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/

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

Occupational Health requirements

Imperial's Occupational Health Service provides services to:

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

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

 www.imperial.ac.uk/occupational-health

8. University Policies and Procedures

Academic Regulations

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



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



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

Academic Feedback Policy

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



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

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



www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/guidance/guide-2---exam-records/

Provisional Marks Guidance


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



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

Late Submission Policy

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

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

Request for late submission

Should exceptional circumstances result in you needing to request a late submission for a piece of coursework, including the final year project, you should submit a Request for Late Submission Form at least two days ahead of the submission date. Late requests are not normally considered, except at the discretion of the Senior Tutor.

Requests for late submission are considered by the Senior Tutor in consultation with the relevant Module Coordinator and will not be granted for circumstances that could reasonably have been foreseen.

You can obtain the request for late submission form on Blackboard Learn.


Undergraduate General Information > Mitigating Circumstances – Procedures and Forms

If you experience mitigating circumstances (see below) that prevents you from submitting on time, please submit a request for late submission citing your mitigating circumstances at least two days before the deadline. We will only accept a mitigating circumstances claim on a coursework assessment if there is a compelling reason why a late submission request was not made first, for example because the mitigating circumstances happened after the two day deadline for a request for late submission.

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 or to allow you to carry over a failed module into the following year, only to take your claim into account when making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a compelling reason why you could not submit a claim before or during the assessment, for example because you were still unwell until the point of submitting the claim. Details of the university's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

Instructions for making a claim for mitigation can be found on Blackboard Learn.

Undergraduate General Information > Mitigating Circumstances –> Procedures and Forms

If you experience an issue during an exam, you must report this to the Undergraduate Office at the time. If you subsequently submit mitigating circumstances related to an exam without having contacted the Undergraduate Office during the exam your mitigating circumstances claim is likely to be rejected.

You should also inform the Undergraduate Office if you have cause to submit a mitigating circumstances form, or if you are absent from College through illness for a period of three or more days.

Please note that the College Health Centre can only certify illness for absence from College lasting more than one week or absence from an Examination. They cannot certify an illness if the student has not been seen at the Health Centre during the illness. Likewise, the College Student Counselling Service can only provide a letter on request by a student who is already attending counselling. Mitigating circumstances are considered by the Mitigation Circumstances Board who report their anonymised recommendations to the Examiners' Progression and Awards Board. Please be assured that all mitigating circumstances are considered in confidence.

Students are required to declare any mitigating circumstances promptly and in all cases prior to the Summer Term meeting of the Mitigating Circumstances Board. Late mitigating circumstances declared after this will not be considered until a subsequent meeting of the Mitigating Circumstances Board in September, with recommendations reported to the September meeting of the Board of Examiners.

The Department does not raise marks based on mitigating circumstances. Mitigating circumstances are considered by the Examiners' Progression and Awards Board in deciding to allow a student to attempt or re-attempt an examination or piece of coursework.

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



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

Academic Misconduct Policy and Procedures

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



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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies. Imperial has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not

engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:



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

Fitness to Study

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



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

Academic Appeals Procedure

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



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

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

Arithmetic Marks Check

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


These requests must be submitted using the form available online and submitted to the Undergraduate Office.

Student Complaints

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


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

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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

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

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

Use of IT Facilities


View the Conditions of Use of IT Facilities:

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/

General Data Protection Regulation (GDPR)

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

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





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

9. 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 Student Wellbeing Advisor is:

 Ms Michelle Langan
 Room 304a, Skempton Building
 020 7594 6111
 m.langan@imperial.ac.uk

Your Student Wellbeing Advisor can provide you with confidential support and advice with a variety of things such as:

- Drug and alcohol awareness
- Bereavement and loss
- Exercise and staying active
- Food and healthy living
- Gender and identity
- Mindfulness
- Sleep hygiene
- Anxiety, stress and panic attacks
- Self-harm
- Suicidal feelings
- Loneliness and homesickness
- General wellbeing

Appointments for all Civil Engineering students are available via Teams or in person. To book an appointment click on the following link:

<https://outlook.office365.com/owa/calendar/CivilEngStudentWellbeingAppointments@ImperialLondon.onmicrosoft.com/bookings/>

We also recommend visiting the following websites:

- The Student Support Zone website (www.imperial.ac.uk/student-space/) gives details of sources of support beyond the Department, as well as advice on how to live well.
- The Student Hub (www.imperial.ac.uk/student-hub/) in Sherfield Building brings together many of the College's key support services in one easily accessible place.
- The Success Guide website (www.imperial.ac.uk/students/success-guide/) provides advice on how to attain academic excellence.

All students are required to **register with a GP practice** (which should be London based and will normally be the College Health Centre) within the first couple of weeks of term. It is much better to register and not need them, than need them and not be registered.

Your Personal Tutor

In Civil and Environmental Engineering every student is assigned a Personal Tutor who is a member of academic staff. Your Personal Tutor will provide pastoral support and academic guidance throughout your time as an Imperial undergraduate. You can arrange to have a meeting with them at any time during your studies. You should feel able to discuss any issues that you might encounter during your degree with your Personal Tutor, who will be able to signpost you to additional sources of support and guidance if you or they feel that any issue is having more than a minor impact on your health or studies.

While Personal Tutors are encouraged to arrange regular meetings with their Personal Tutees, as academics they inevitably have a range of commitments as part of their teaching, research and administrative responsibilities. Therefore, you are encouraged to be proactive in arranging meetings with your Personal Tutor, especially during your first and second years of study. The Undergraduate Office can help if you have difficulty in contacting your Personal Tutor, particularly if you have a specific issue that you wish to discuss with them.

Students can be referred for one-to-one support meetings with the Wellbeing Advisor by their Personal Tutor, the Senior Tutor, or through self-referral.

Within the Department the Undergraduate Office, the Student Wellbeing Advisor and the Senior Tutor can provide advice and support in addition to your Personal Tutor.

Mid-Term Reflections

Throughout your undergraduate studies, you are encouraged to submit mid-term reflections. Mid-term reflections are an opportunity for you to:

- Reflect on your academic progress.
- Consider what steps you could take if your academic progress has not been in line with your own expectations.
- Advise us of any health or personal issues that you have experienced.
- Inform us of any professional and personal development activities you are involved with beyond the degree course, such as attending CivSoc events, talks arranged in the Department, and engineering institution events.
- Inform us of any activities you are involved with beyond the degree course, which we consider as an important part of your life at the College. It is particularly helpful for your Personal Tutor to know about these when writing references for you.

Mid-term reflections are also used by us:

- As an attendance checkpoint.
- To allow the Senior Tutor to identify any common issues that might arise.

You will be advised of timetabled slots for you to discuss each of your mid-term reflections with your Personal Tutor. If it is not possible for you or your Personal Tutor to attend a timetabled slot you have a shared responsibility to contact each other to arrange an alternative date and time to meet.

Any information you provide in the mid-term reflection is treated as confidential by your Personal Tutor, unless you give permission for the information to be shared. The submitted mid-term reflections can only be viewed by the Senior Tutor, the Student Wellbeing Advisor and staff in the Undergraduate Office, who also treat any information provided as confidential.

Mums and Dads scheme

CivSoc organise a 'Mums and Dads' scheme that matches first years with returning students in your department to help you tap into their experience and find peer support available from existing students.

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 Department Disability Officer is:



Justine Spence



Education Office, Skempton Building



020 7594 6990



j.spence@imperial.ac.uk

More information on Departmental Disability Officers is available at:



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

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



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

In your hall of residence

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

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

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

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

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

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

 www.imperial.ac.uk/study/campus-life/accommodation

Your Union

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

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinarys, College accommodation, and internal and external signposting. Contact [the ICU Advice Service](http://www.imperialcollegeunion.org/advice) and complete the registration form to speak with a member of the team.

 www.imperialcollegeunion.org/advice

Student representatives

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

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

 www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees

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

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

Student Hub

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

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

 www.imperial.ac.uk/student-hub

Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

 www.imperial.ac.uk/student-support-zone

Centre for Academic English

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

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

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

Centre for Academic English

 Level 3, Sherfield Building, South Kensington Campus

 english@imperial.ac.uk


 www.imperial.ac.uk/academic-english


Useful support contacts

Health and wellbeing

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

Imperial College Health Centre




 40 Prince's Gardens, South Kensington Campus

 020 7584 6301




 imperialcollege.hc@nhs.net

 www.imperialcollegehealthcentre.co.uk




Imperial College Dental Centre

 Prince's Gardens, South Kensington Campus
 020 7589 6623
 www.imperialcollegedental.co.uk




Student Counselling and Mental Health Advice Service

 020 7594 9637
 counselling@imperial.ac.uk
 www.imperial.ac.uk/counselling



Multi-Faith Chaplaincy Service

 15 Prince's Gardens, South Kensington Campus
 chaplaincy@imperial.ac.uk
 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

 Room 566, Level 5, Sherfield Building, South Kensington Campus
 020 7594 9755
 disabilities@imperial.ac.uk
 www.imperial.ac.uk/disability-advisory-service

International Student Support




 020 7594 8040
 www.imperial.ac.uk/students/international-students/

Careers Service

 Level 5, Sherfield Building, South Kensington Campus
 020 7594 8024
 careers@imperial.ac.uk
 www.imperial.ac.uk/careers

ICT and software

ICT Service Desk

 Abdus Salam Library, South Kensington Campus
 020 7594 9000
 www.imperial.ac.uk/ict/service-desk

Software shop

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

10. Student Administration

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

The team are responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award. The 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

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

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:



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

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



certificates@imperial.ac.uk

11. Work-life balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

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

Move Imperial

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

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

 www.imperial.ac.uk/ethos/memberships/students/

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

 www.imperial.ac.uk/sport

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

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

Civil Engineering Society (CivSoc)

The Civil Engineering Society is the departmental student society, of which all Undergraduate and Postgraduate students are automatically members. Run by an elected committee of students, CivSoc is one of the most active departmental societies in the College and organises regular events throughout the academic year. These include numerous lunchtime lectures given by industrial companies, site visits, social events and parties. The highlight of the CivSoc year is the extremely popular international trip in the spring, open to all students in the Department. Additionally, CivSoc writes and publishes the departmental student newspaper LIVIC.

All students are encouraged to participate in CivSoc-run activities. Announcements concerning upcoming events and society news are emailed to all members, displayed on the screen in the second floor Breakout Student Space, as well as being available on CivSoc's website and social media pages.

Chair: Ingrid Fung

ingrid.fung21@imperial.ac.uk

Vice chair: Mila Delgado Encinas

milagros.delgado-encinas21@imperial.ac.uk

Departmental Academic Representative: Ingrid Fung

ingrid.fung21@imperial.ac.uk

Events Officer: Prakriti Raman

prakriti.raman22@imperial.ac.uk

Events Officer: Mantoux, Claire Mantoux

claire.mantoux22@imperial.ac.uk

Treasurer: Eleonore Law

eleonore.law21@imperial.ac.uk

Industrial Liaison Officer: Yong Gan Chong

chong.chong23@imperial.ac.uk

Marketing and web officer: Melina Lee

melina.lee22@imperial.ac.uk

Alumni and Mums and dads officer: Kamilla Tleuova

kamilla.tleuova23@imperial.ac.uk

Department Wellbeing representative: Kamilla Tleuova

kamilla.tleuova23@imperial.ac.uk

12. Student feedback and representation

Feedback from students

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

Student representation

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



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

Staff-Student Committee

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



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

The Committee meets once each term, and its remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, and relevant Departmental Officers.

The SSLC is chaired by the Director of Undergraduate Studies, with the Departmental Representative acting as Deputy-Chair.

13. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**

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

- **Student Experience Survey (SES)**

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

- **National Student Survey (NSS)**

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

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

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



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

14. And finally

Alumni services

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

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

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



www.imperial.ac.uk/alumni

Opportunities for further study

After you have completed your MEng in Civil Engineering, you may choose to stay on at the College and undertake a Postgraduate course. Previous graduates have gone on to study MSc courses in a variety of specialist subjects both here in Civil Engineering and other Departments across the College. Some have even chosen to stay at the College and follow a career in academia. A number of our academic staff are graduates of our Undergraduate programme.

15. Appendix A: Revision and Exam Stress

Stress

During revision and exam periods, anxiety and stress are very common problems for students – even for those who appear confident and calm. Don't despair; you are not alone.

A small amount of anxiety can actually be beneficial, it can make you alert and focused, but too much anxiety means you will have trouble thinking clearly and this means you aren't likely to do your best work.

What exactly is stress?

Stress is the body's normal response to a challenge, threat or excitement. The consequence of stress depends largely on how you interpret the physical symptoms; it can help motivate you or it can paralyse you.

Take the following scenario:

- Joe: a student just before a critical exam
- Jane: an athlete just before a big competition
- Both Joe and Jane are aware of the same physical symptoms:
 - sweaty palms
 - racing heart
 - knot or butterflies in the pit of the stomach

Joe, the student, feels distressed by his symptoms and views them negatively, as if the symptoms are a sign of impending failure. Joe may have trouble sleeping and spend a lot of time worrying about his physical condition and the upcoming exam.

Jane, the athlete, interprets her symptoms as a sign that she can motivate herself to perform well. She views the symptoms as evidence that she is "psyching herself up" for the big competition.

The bottom line?

Stress can be a barrier to optimal performance or a motivating agent; it all depends on how you interpret, label and manage what you are experiencing.

The trick is to figure out what level of stress is motivating for you and what amount is paralysing and then work to keep it in the motivating zone.

Anxiety

Anxiety is very common and many people find ways of overcoming it or coping with it without seeking professional help. However, for some people anxiety can be harmful, it can affect your physical health, or your fears can take over your life and stop you doing the things you want to do. The good news is that there are things you can do to help.

Managing anxiety

1. Identify trigger factors

The first step in managing anxiety is to identify the specific situations that are making you stressed or anxious and when you are having trouble coping. One way to do this is to keep a diary of symptoms and what is happening when anxiety occurs. It is also helpful to identify any worrying thoughts as this can lead to finding ways to solve the specific problem that is of concern.

2. Thought management

Thought management exercises are useful when a person is troubled by ongoing or recurring distressing thoughts. There are a range of thought management techniques. For example, you can use distraction with pleasant thoughts. This can help take attention away from unpleasant thoughts. Alternatively, one can learn 'mindfulness techniques' to direct attention away from negative thinking and treat thoughts as just thoughts and not facts. The choice of thought management technique will

depend on the type of anxiety problem. A psychologist can help you decide on thought management strategies that are likely to be most helpful.

3. Talk about it

Try a friend or relative who you trust and respect, and who is a good listener.

4. Learning to relax

People who feel anxious most of the time report that they have trouble relaxing. Knowing how to release muscle tension is an important anxiety treatment. Learning a relaxation technique and practising it regularly can help a person to maintain a manageable level of anxiety. You can learn these through groups, with professionals, but there are several books and self-help materials you can use to teach yourself. It's a good idea to practice relaxation regularly, not just at times of crisis.

<http://www.imperialcollegehealthcentre.co.uk/exams-and-stress/coping-with-anxiety/>

Managing revision stress

Take a look at the three categories outlined below and see which one best describes the type of student you are. Some students get stuck in one pattern – others may pass through each phase. When you have identified what type of student you are or what phase you are currently in, click on the appropriate link below for tips on how to help yourself.

Which type of student are you?

1. The Self-Indulgent student
 - denial of responsibility / or overconfident
 - not lazy, but has low frustration tolerance
 - escapist tendencies
 - requires stimulus to raise anxiety (e.g. approaching deadline)

[Self Indulgent Student | Imperial College Health Centre](#)

2. The Tense & Fearful student
 - denial of potency – deskilling self unnecessarily
 - self-critical, low self-esteem
 - overwhelmed by the importance of the exam, pressure to succeed

[Tense and Fearful Student | Imperial College Health Centre](#)

3. The Perfectionist student
 - denial of vulnerability, wanting total control
 - critical of the “system”, passive-aggressive
 - sets impossible goals, so never feels “good enough” or “safe enough”
 - obsessive, workaholic tendencies; or procrastination

[Perfectionist Student | Imperial College Health Centre](#)

Study and exam strategies

Organise

- Sort out your topics for revision. Base selection of topics on syllabus and examination requirements, on predictions derived from past papers and on guidelines suggested by tutors.
- Devise a routine of study periods that is realistic and productive and includes rest intervals!
- Pay attention to diet, sleep and recreation – all are important factors in maintaining balance and keeping stress levels under control.

- Breakdown targets into manageable units. Ticking off completed units creates a sense of forward movement. A checklist for the day's targets (making sure the targets are realistic and achievable) can also boost morale.
- Use your time wisely – deal with less demanding tasks in periods of the day when you are less alert or focused. If you find yourself struggling unproductively with a problem, take a break or switch to some other work.

Maximise your learning

- The more you actively interact with the subject matter, making it your own, and linking it to previous knowledge, the more meaningful and memorable it becomes.
- Follow the **PQRST** model:
 - **P**review – skim the material to get an overall preview
 - **Q**uestions – formulate questions that highlight what you aim to derive from your reading
 - **R**ead Actively – make appropriate notes of key ideas
 - **S**ummarise – identify the main points using lists, key words, flow diagrams, etc. and connect them with knowledge from other sources
 - **T**est – test yourself by reciting and reviewing the summaries immediately after learning the material and again at later intervals.

Tips

- Use flow diagrams, keywords or patterns linking ideas to make master summaries for revision purposes.
- Use cue cards! Index-sized “flash” cards are easy to carry around and are useful for learning information you find particularly hard to remember. You can put facts, figures, formulae on the cards and use colours, keywords, mnemonics and other memory aids to help you learn.
- Space your studying and give yourself time for the information to sink in. Study related topics together and take regular, short breaks at suitable “achievement points”.
- Compare notes with other students and get feedback and/or clarification from tutors.

General exam strategies

Conquering exams: strategies and skills

- **Practical preparation:** Check the time and venue of the exam and figure out how to get there in good time, and have the necessary equipment ready (e.g. pens, ID card, clear bottle of water etc.)
- **Emotional preparation:** Mentally rehearse how to tackle the exam as a whole and review your strategies for dealing with anxiety. Consider what might also help, for example, staying away from crowds gathering outside exam halls.
- **Memory considerations:** Systematically review your revision notes the night before or the morning of the exam, but don't attempt to learn complex new material at this late stage.

Capitalise on short-term memory by glancing at your “difficult” cue cards just before entering the exam hall, then try reproducing them immediately when you are allowed to start.

Exam skills

Read the exam paper carefully and underline key words and instructions.

Don't panic – if you feel unable to answer any of the questions at this stage it is likely due to a surge in anxiety.

- Note how many questions you are required to answer and if any are compulsory.
- Tick the questions you intend to answer. Make a rough timetable, allocating equal time to equally weighted questions. Allow for about 15 minutes of “planning” and 10 minutes of “finishing off” time overall for a typical 3 hour exam.

- Avoid getting demoralised at the start. Answer the easiest question first and save the most difficult one for last. Attempt all the questions required – usually the first 50% of marks for any question are easier to obtain than the next 50%.
- Watch the wording of the questions. Answering a question that wasn't asked means no marks, no matter how thoughtful your answer was!
- Jot down key ideas that emerge about any of the questions and use them for “planning” an answer. This might show the examiner what you had in mind in case you run out of time.
- Save the last 5-10 minutes for “finishing touches” e.g. crossing out unwanted script, ensuring that questions are clearly numbered, and that all answer books have your identification number.

Sitting the exam

What if I get a mental block during an exam?

- Give yourself a couple of minutes to try to remember or puzzle out the answer. If you are still blocked, move on to the next question. If ideas for dealing with the question pop up while working on another one, jot them down before you forget them.
- With mathematical questions it pays to stick with the problem a bit longer, say 10 minutes. Try thinking back to first principles or representing the problem diagrammatically or more concretely, or think laterally about related issues.
- Adjust your timetable and still attempt all the required questions.

What if I panic during an exam?

If you start panicking in the exam, and you find that the harder you try to work the worse you feel, practise “Stop the Wasp”:

- **STOP** – the self-defeating thoughts that are buzzing around like wasps. Tell yourself instead that you are going to survive this experience, come what may. Go through the following “W-A-S-P” squashing procedure, which you'll need to practise during milder forms of anxiety in the revision period (so you can learn to recognise the early stages of panic, which are easier to neutralise). Familiarity with the procedure, through practice and mental rehearsal is essential emotional preparation.
- **WAIT** – switch off and unwind for a few moments. Focus on breathing and then relax with eyes closed. This will help you return to the task afterwards with a calmer, clearer mind and a more constructive perspective.
- **ABSORB** – taking in the relaxation, flood your mind with constructive self-talk (ideally from a repertoire of previously prepared and practised phrases), then slowly open your eyes and calmly bring yourself to face the exam situation.
- **SLOWLY PROCEED** – calmly get going again with the paper, as best you can, one step at a time.

Keep in mind:

- When focusing on your breathing, take a long, slow, deep breath, and allow the air to flow out slowly and smoothly. Sit back comfortably, dangling your arms by your side, and imagine any tension flowing out through your hands and feet. Try any relaxation strategy that works for you.
- If your breathing pattern has been rapid and shallow, you may be at risk of hyperventilating. Instead, pause after long exhalations, and breathe you're stomach, rather than upper chest, movements. If you continue to hyperventilate, breathe into cupped hands (or even a paper or plastic bag – take one along if you think you'll need it).

- It may help to reframe your attitude towards the examiner. Instead of some sadistic, persecuting figure, imagine him or her as a friend, or someone who just wants some help with the question.

Repeat “Stop the Wasp” if necessary – you may have rushed back too soon the first time. Stay longer “waiting” and “absorbing”. If the panic continues or escalates, tell the invigilator without delay.

After the exam

Don’t indulge in post-mortems and comparisons with others. Review what went well in your overall approach, including how you handled anxiety, and aim to improve upon it in your next exam.