Imperial College London

Faculty of Natural Sciences

Department of Life Science

BSc Biochemistry/Biotechnology
BSc Biological Sciences / Ecology and Environmental Biology / Microbiology

STUDENT HANDBOOK 2020–2021

Contents

Welcome to the College

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

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

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution.

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

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

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

Our Principles

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

Imperial will provide through its staff:
- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

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

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

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

www.imperial.ac.uk/students/our-principles

How to Use this Handbook.

This Handbook contains important information regarding the regulations and procedures that will govern your degree and how the department will support you through your student life and on into further study or the first stages of your career.
You will need to refer to this document throughout your time here, so it is worth familiarising yourself with the structure. The text is organised into useful sections and can be fully searched by keywords.

The other key information resource is LifeSci Central. This is the central online portal and is the major repository for information, procedures, useful forms etc.

1.   The Department of Life Sciences

Message from Head of Department and Director of Undergraduate Studies.
Professor Anne Dell and Dr Huw Williams

Dear Student,

Welcome to Imperial and to the Department of Life Sciences, whether this is for the first time as a new undergraduate or as a returning student, whether you will be joining us on campus in South Kensington or remotely.

Your pathway to (re-)joining us has been uniquely demanding and we are sympathetic to difficulties you have had over a challenging 6 months. Despite the difficulties we have all encountered, the start of the academic year is a wonderfully stimulating time as our new students join our community and we are fortunate to attract such a talented and diverse group of students. University is an exciting, life-changing experience for many, but it can be daunting at times and we hope you find us welcoming, friendly and supportive.

We look forward to meeting you during the year which we hope is enjoyable and academically rewarding for us all despite the additional challenges that we will undoubtedly face.

Professor Anne Dell and Dr Huw Williams

The Life Sciences Education Office

Access to the Education Office

In common with most of the rest of the College the EO team have been working from home for the past six months. Now that the College is welcoming students back to campus we will also be re-opening the office in the SEC building with a reduced presence, following social distancing guidelines.

Feel free to contact us as before, but please follow these guidelines:

1. For the majority of queries the best way to contact us is by email at biochem.ug@imperial.ac.uk or biology.ug@imperial.ac.uk where will continue to respond to your queries as normal.

2. If you would like to speak to a member of the team, please contact us to arrange a virtual meeting using MS Teams. We are all available online, whether we are working from home or the office.

3. If your query cannot be answered via email or Teams, or if you need to speak to someone in person, then please email us to arrange an appointment. The office will be open between 10-12pm and 2-4pm each day. Only one visitor will be permitted in the office at a time and you must wear a face mask. We will have a meeting room available if you would like to speak to someone in private. In case of a medical or mental health emergency please come straight to the office, there is no need to make an appointment or observe office hours, although you must still observe social distancing guidelines.

By following these guidelines we can keep everyone safe but still aim to give you as much personal support as before.

Changes to timetables and information on courses and examinations will be issued by us via Blackboard and/or the department email addresses (biology.ug@imperial.ac.uk and biochem.ug@imperial.ac.uk) so you must check your College Email regularly to ensure that you are receiving the most up to date information.

As well as the degree specific resources available at LifeSci Central, you can keep up to date with the general news and events within the department, and explore further information on the department's webpages: Department of Life Sciences

Academic and Administrative staff

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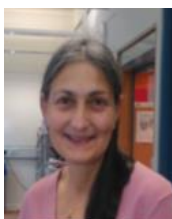
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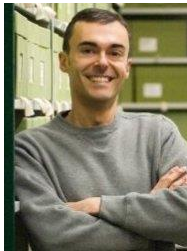
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Important Dates 2020–21

Term dates
Autumn term: 3 October 2020 - 18 December 2020
Spring term: 9 January 2021 - 26 March 2021
Summer term: 24 April 2021 - 25 June 2021

Closure dates
Christmas/New year: 24 December 2021 - 1 January 2021
                           (College reopens on 4 January 2021)
Easter Holiday: 1 April 2021 - 6 April 2021
                           (College reopens on 7 April 2021)
Early May Bank Holiday: 3 May 2021
Spring Bank Holiday: 31 May 2021
Summer Bank Holiday: 30 August 2021

Great Exhibition Road Festival: 3 - 4 July 2021

2. Department information

Important Information:

LifeSci Central

LifeSci Central is the central information portal on our Virtual Learning Environment: Blackboard. Herein is contained all of the general information and any forms you may require during your student life. These resources will be updated regularly, so please check back and ensure that you are using the most recent versions available.
This link will take you directly to LifeSci Central (Login Required)

Here, you can also find the Scheme for Honours, Marking Criteria, Placement/Joint Honours Handbooks and the Mitigating Circumstances and Change of Degree forms. There is also information regarding careers, the minutes from the Student Staff Committee meetings, exam timetables and advice on using the college computer systems.

This is your first port of call, so if you have any questions about any aspect of your program that isn't covered in this Student Handbook, please check the information contained at LifeSci Central first.

LifeSci Learning

LifeSci Learning is a repository of learning materials and resources for students (and staff) to use throughout their time at Imperial College. These materials and resources cover a number of skills: maths, communication, programming and bioinformatics, R and statistics, used during teaching sessions in the first and second year. There are also other resources that are used in peer assisted study skills (PASS) sessions, engaging with online and remote learning, and finally 'Additional learning resources' to help develop general study skills.

College Timetables

You can view your College Timetable on Outlook or your mobile device using the following link: http://www.imperial.ac.uk/timetabling/view/icalendar/. Course specific timetable information may also be made available on Blackboards. It is worth checking these often as changes to schedules are sometime inevitable.

Attendance and Absence

You are expected to be available for attendance during any period designated as 'Term Time'. If you need to be absent during this period you must first seek advice from us at the Education Office. The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

You are expected to attend all lectures, practicals and tutorials. Attendance is closely monitored by the Education Office, so signing registers when these are provided is essential as there is no mechanism to retrospectively register attendance.

Students whose attendance and/or progress is unsatisfactory without good reason will be asked to withdraw from the College.
Absence of more than one day, or absence from a practical session, must be notified to the Life Sciences Education Office. A valid, recent, medical certificate from a recognised medical practitioner, is required when absence because of illness exceeds one week or if you are absent from more than one consecutive practical session. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

Absence from a practical session without good reason will result in deduction of marks. It is essential that you arrive to practicals on time. Late arrivals inconvenience the working group and it is usual for

the lecturer in charge to devote time at the beginning of a practical to introducing the work and explaining safety issues. If you miss the beginning of the practical you might **not be allowed to take part in the practical and consequently receive a zero mark for the assessment.**

For examinations, if you think you will be unable to attend an examination for medical or another valid reason, or you miss part of an examination through illness, you must ensure that the Life Sciences Education Office is informed immediately. Documentary evidence of the reason for absence will need to be provided within one week of the examination (see under section 'Mitigating Circumstances and Exams').

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

Medical Certificates

All medical certificates provided must be recent and from a recognised medical practitioner. If you are registered with the College Health Centre you can request a medical note from them, they may ask to receive a written request from the Senior Tutor before one can be issued. This procedure is to ensure that notes are written only when they are required. Contact your Senior Tutor directly for this request to be made.

Notes from your doctor are needed only if you:
Are ill for more than a week
Miss important tests
Have to be withdrawn from an examination.
Require Mitigating Circumstances for medical reasons

For all absences please inform the Life Sciences Education Office as soon as possible by telephone, email or any other means.

Emails and Communications.

As a student of Imperial College, you are issued with a College email address. This is the main way the College will contact you, so you are required to check this regularly and make sure that any spam filters on your device/computer are not blocking important communications to this address. It is particularly important that the biochem.ug@imperial.ac.uk and biology.ug@imperial.ac.uk emails are not impeded as we will be sending out a lot of the crucial day to day information out on these addresses. These are also the appropriate emails to contact your administrator.

Your College email should also be the only address you use to contact us or conduct College Business and you must use your College Identification (CID) number (The 8 Digit number on your college Identity card) in all communications to the Education office. It is useful to form a College signature with your name, course, CID and year of study to assist with the speedy resolution of your request.

We expect a professional tone in all communications with colleagues, academics or members of administrative staff. The full College IT policy, which covers appropriate email/telephone communication, is available here: www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

Degree Pathways

Degree Registration: Biochemistry and Biotechnology

If you are registered for Biochemistry programmes you will usually be able to re-register for Biotechnology programmes, and vice versa after consultation with your personal tutor and the Education Office.

In the first one and a half years of study, students registered for programmes in Biotechnology take the same modules as students registered for programmes in Biochemistry. In the Second year, Biotechnology students take the Topics in Biotechnology module in the Summer Term. In their final

year students are expected to take modules options that involve strong elements of studies of Biotechnology, each module is assigned a numeric 'Biotech' point and you will need to choose a selection that gains eight 'Biotech' points to be awarded a degree entitled "Biotechnology".
Please consult your Personal Tutor or the Education Office if you have any questions concerning this requirement.

Degree Registration: Biological Sciences

If you are registered for any of the Biological Sciences degrees i.e. Biological Sciences, Microbiology or Ecology & Environmental Biology you will usually be able to re-register for any of the degrees, and vice versa after consultation with your personal tutor and the Education office.

In the first year of study, students registered for degrees in Biological Sciences, Microbiology or Ecology & Environmental Biology take the same courses. In the Second year, Microbiology or Ecology & Ecology & Environmental Biology Summer Term. In their final year students are expected to take course options that involve strong elements of studies of their designated degree, each option is assigned a code Mi or Ec and you will need to choose a selection that includes those courses. Please consult your Personal Tutor or the Education Office if you have any questions concerning this requirement.

Degree Registration: Year in Industry/Research

Dr Dave Hartley is the Biochemistry/Biotechnology Year in Industry/Research Co-ordinator and Dr Laurence Bugeon is the Biological Sciences Year in Industry/Research Co-ordinator. They can be consulted about the arrangements for the Year in Industry/Research programme. During the first year there will be a meeting to discuss what is involved in the year away from College and other issues related to this programme. It is possible to arrange changes in programme registration subject to satisfactory academic progress for students wishing to have the opportunity to take a year's placement or who no longer wish to do so.

Please note that to be allowed to undertake a year's placement in their third year the Department will expect a student to achieve good examination and coursework results (normally 2:1 average, or better) for their academic work at College. Applications for placements with many industrial companies (Year in Industry/Research programmes) have to be made at the beginning of the second year and the companies use a student's performance in first-year modules in judging their suitability for a placement. Students cannot be guaranteed a particular placement and they will be expected to participate actively in arrangement of their placements. However, the final decisions to allow students to participate are made by the Biochemistry/Biotechnology & Biological Sciences Board of Examiners as appropriate.

Further information on the Year in Industry/Research programme can be found in Programme Information in the LifeSci Central portal.

Degree Registration: Research Abroad and Language for Science

Dr Dave Hartley is the Departmental Exchange Co-ordinator and he can be consulted about arrangements for the Biochemistry/Biotechnology with Research Abroad and Language for Science degrees. Students taking a Research Abroad degree spend their third year (usually 34 weeks) abroad. These placements are usually arranged with partner Universities and Institutions in countries of the European Union as part of ERASMUS+ Exchange agreements (or equivalent) so that students qualify for ERASMUS+ financial support. Language courses appropriate to the placement are taken in the second year of study and may also be taken in the first year where Biochemistry timetables permit. Changes in degree registration involving the Research Abroad programme are possible.

To be qualified for a placement, the Department will expect a student to achieve good examination and coursework results (normally 2:1 average, or better) for their academic work at College. We nominate students for placement with our partners and have to identify a research laboratory where they will be well-supported and be able to undertake a full-time research project relevant to their degree course. Most deadlines for nominations/applications for placements are around April-May but arranging the host lab may take some time so we normally initiate the process at the beginning of the Spring Term in the second year. It must be noted that while students will be expected to have an input into the choice and arrangement of placements, the final decisions are made by the Biochemistry/Biotechnology and the Biological Sciences Board of Examiners.

Further information on the Research Abroad and Language for Science programmes can be found in Programme Information in the LifeSci Central portal.

Degree Registration: Joint Honours with Management

The Biochemistry/Biotechnology and Biological Sciences with Management degrees involve the first two years or all three years of study on the Biochemistry/Biotechnology or Biological Sciences degree followed by the final year in the Business School. This final year gives students the opportunity to gain experience and insight into the management and operating environment of business organisations. Changes in degree registration involving the Management degree are possible and are usually made by the end of the Spring Term of the student's second year or third year, depending on the programme. Transfers to the Management stream will be assessed by the Business School to determine suitability for the program.

Change in Degree Registration

If you wish to change your degree registration you must complete a Change of Degree Registration form, available from the Education Office or on Blackboard in the LifeSci Central portal. Please make sure that your Personal Tutor is aware of any changes that you wish to make. Please note that changes in degree registration can be made anytime up to the 1st of March in your third year. If you are studying in the UK on a Tier 4 visa you must also submit a Tier 4 Change of Course Details form. This form is sent by the Education Office to International Student Support and must be approved by them before any degree registration transfer can be made.

College Hours

Classes are normally held between the hours of 09:00 and 17:50 except on Wednesdays. Wednesday afternoons will remain free from teaching and education activities from 12:00 onwards (Whenever possible in Mixed mode).

Study Hours

The study hours are full-time. This means that you need to devote a full working day to your studies and to do some evening and weekend study. There will be time for participation in recreational activities and taking good advantage of the many facilities available through the Union and College for involvement in music, art, sport, politics and other pursuits, and indeed, proper organisation and management of your leisure time is an essential component of maintaining an appropriate work/life balance.

It is very difficult to define exactly the number of hours of study needed for you to succeed in your studies. A basic study time of 1,500 hours per year has been assumed when designing the programme of study. This means an average study load during term-time of between 40 and 50 hours per week plus significant time in the breaks between terms. The time has been estimated to be what is necessary for a good student to obtain a good degree and will vary considerably for different students. Also, it is an estimate for all study time which includes:

Contact hours such as practicals, lectures and tutorials
Non-contact hours which is time for work derived directly from material covered in the contact hours, such as writing up practicals.
Other studies which will include revision time and reading outside the material covered in the contact time.

The study load has been devised so that paid employment might be taken between the end of the summer term and the start of the next year of study. However, no allowance has been made for taking paid employment during term-time. Students who wish to take up such employment should discuss this with their Personal Tutors and restrict this work to a maximum of 8 hours per week.

Access to the Life Sciences Buildings

The buildings wherein most of your departmental activities take place are: Sir Alexander Fleming Building (SAF), Sir Ernst Chain Building (SEC), Flowers Building (Flow) and the Chemistry RCS building (RSC1).
These will normally be open from 8.00am to 10.30pm, Monday to Friday during College Terms. Security cards must be carried at all times and shown on request to security guards or other College staff. Access to the building is possible by using a valid security pass in the swipe card lock at the main entrance as follows: 5.30pm to 10.30pm on weekdays and 8.30am to 10.30pm at weekends. At these times all people entering and leaving the building must complete the access log kept at the security lodge. A valid security pass is needed to operate the swipe card lock to enable you to leave the building. Please do not enable anyone to gain access to the building unless they have a current security pass. Also please note that security video cameras are in use inside and outside the building.

If you experience any access issues, please contact us at the Education Office.

Academic Discussions

In addition to the timetabled tutorials, there are many opportunities for discussions with the teaching staff on the Biochemistry/Biotechnology course. If you are having difficulty understanding particular material or if unsatisfied curiosity remains, it is important to formulate your questions clearly. Just attempting to define a problem can take you part of the way to a solution, and with a good description of a problem staff will be better able to help you. Some of the ways to get help from the teaching staff include:

Members of staff may be able to answer questions after lectures/sessions, but they need to be mindful of others waiting to use the lecture theatre/time constraints in Teams sessions.

During practicals and problem classes, members of staff present to organise and assist with the laboratory work and problem sheets are usually happy to discuss related points that have come up in the lectures, as well as related biochemical subjects.

Some members of staff will designate a specific time during the week when they are available to answer questions.

Most members of staff will attempt to respond to e-mail queries, although the responses require some time. In some cases, the response might be in an e-mail and in other cases it might be in the form for clarification to the entire class during lectures or on Blackboard. When requesting help by e-mail, it is particularly important to formulate a precise question that can be answered. Just attempting to define a good description of a problem can take you part of the way to a solution. Also, it is very difficult to respond to general statements such as 'I didn't understand the lecture on x'.

Handouts and Lecture Notes

Handouts containing copies of PowerPoint slides or other material will normally be available on Blackboard at least 24 hours before each lectures. You will be given sufficient printing credit to allow printing of these, which should be done in advance of the lecture.

Students commonly use a Laptop, tablet or an A4 size loose-leaf system for their lecture notes.. Loose leaf pages give flexibility in organisation and allow insertion of handouts issued during lectures and tutorial classes. Suitable notepaper and ring binders are on sale in the Imperial College Union Shop.

Notes taken during lectures will inevitably require further investigation so that an understanding of the subject matter is achieved. This revision needs to be done as soon as possible after the lecture and it is good practice to incorporate extra written explanations and diagrams with the original notes. Work needs to be done at the time a subject is covered in lectures and practicals. Just before an examination there is only time for revision and almost no time for seeking explanations or achieving an understanding.

Panopto

The College offers a tool called Panopto for the recording of lectures and presentations. Panopto allows for the simultaneous capture of audio, video and applications (e.g. Microsoft PowerPoint) and the recording can be provided to you in a variety of ways during or after the presentation. These are generally made available to you via Blackboard.

The Department of Life Sciences provides support to lecturers to make Panopto recordings of their lectures available to you. However, we leave it up to the individual lecturer to decide whether or not they wish to record their lectures on Panopto. Lecturers will let you know if Panopto is not being used for their lecture. To help with this the Faculty AV Support Team recruits and trains Student AV Assistants in the use of Panopto recording equipment. They are able to offer technical support, if required.

Irrespective of whether staff do or do not make Panopto recordings of their lectures, students with specific learning difficulties such as dyslexia are allowed by the College to record lectures for personal use. Students are asked to inform staff if they are intending to record lectures as a courtesy. (Also see under section 'Recording of Lectures'.)

As with all IT systems, Panopto recordings are, on occasion, subject to unavoidable technical failings and therefore should not be considered a replacement for regular attendance at sessions.

Recording of Lectures

Some lecturers may not object to your taking an audio recording of their lecture; however, you must explicitly ask their permission if you do so.

Lecture recordings are for the personal use of students for educational purposes only. Recordings and parts of recordings may not be redistributed, shared, edited or re-used, and this would be in violation of both copyright and performance rights legislation. For clarification, redistribution, which is prohibited, includes sending a copy to another person by email and adding it to a website / social media website (e.g. YouTube, Facebook, and Twitter).
Misuse of lecture recordings will be treated as misconduct and will be handled as a disciplinary matter under the Code of Student Discipline.
http://www3.imperial.ac.uk/secretariat/collegegovernance/provisions/ordinances/e2

Photography in lectures

Photography is not permitted in lectures except by explicit permission of the lecturer.

Blackboard

Timetables, course synopses, past examination papers, lecture notes and other supporting material for all courses are made available on Blackboard (http://bb.imperial.ac.uk/ . You use your college login name and password to access Blackboard anywhere you can access the internet. Course convenors aim to have lecture notes on Blackboard at least 24 hours before the relevant lecture. In addition, Blackboard is used for course quizzes, notification of timetable changes, electronic submission of coursework and discussion pages. If you have any questions about course content on Blackboard contact the relevant course convenor. If you have any general questions about the use of Blackboard, contact the Faculty Learning Technology team (fonslt@imperial.ac.uk).

Practicals

Practical work is an integral part of your training in Life Sciences and you should take every opportunity, not only to become proficient in the techniques, but also to understand how experiments are designed to test theories and how the results can add to biochemical knowledge.

Attendance at practicals is compulsory and a register of attendance is kept. If you are absent from a practical without a valid excuse, you will not be able to submit a report and will receive a zero mark. If you are unable to attend you should notify the Education Office before the start of the practical and

discuss the situation with the lecturer in charge of the practical as soon as possible. If you are absent for good reason, it might be possible to arrange for you to attend the same practical at a different time. This arrangement can only be made in consultation with the lecturer and the technician in charge of the practical.

Punctual arrival at practicals is extremely important. It is usual for the lecturer in charge to devote time at the beginning of a practical to introducing the work and explaining safety issues. If you miss the beginning of the practical you may not be allowed to take part in the practical and consequently receive a zero mark for the assessment. Late arrival is also very disruptive to the other students. Assessment of practical performance is largely through marks given for written reports on practicals. Staff will observe students at work and provide suggestions for proper use of equipment, recording of results and observations in your laboratory notebook and organisation of your working area. Failure to observe safe working procedures may result in exclusion from the practical.

Laboratory Support Staff will be available to help to help during practicals. You are encouraged to ask for assistance and guidance from the postgraduate (or postdoctoral) demonstrators and the technicians. They are not present to do your work for you,but will give appropriate assistance to help you work effectively and learn appropriate skills. You must follow instructions given by the demonstrators, and ensure that you keep your work area tidy.

Laboratory Coats

Wearing of a Howie Style laboratory coat in good condition is an important safety requirement for working in a laboratory. You will not be able to attend a practical without one.
Students will be provided with a laboratory coat at the start of the academic year.

General Laboratory Safety & Good Practice

1.   Always wear a lab coat, and fasten it correctly.

2.   When necessary wear appropriate eye protection - safety glasses or face shields. Remember that safety glasses which protect against acid splashes may not provide protection against UV.

3.   When necessary wear gloves of the appropriate type. Not all disposable gloves are suitable for all purposes. You will find instructions, in your Practical Booklet, indicating which gloves should be worn for a particular procedure. Check the integrity of the gloves before use. Always dispose of gloves before leaving the laboratory and never wear gloves in a corridor.

4.   When necessary wear ear protectors. For example, when using sonicators.

5.   Do not eat, drink, smoke, apply make-up, or chew gum in a laboratory. All mobile phones must be switched off.

6.   Do not use headphones or audio devices. They may stop you from hearing warning shouts.

7.   Do not pipette anything by mouth and take care when using pipette aids.

8.   Know the drill for evacuation in case of fire or other emergencies. Be aware of the location of the nearest fire extinguisher and exit point.

9.   Know who your nearest first-aiders are and what to do in case of a medical emergency. (Some of the Teaching technicians are qualified first-aiders)

10.   Keep benches tidy and floor areas and corridors unobstructed.

11.   In case of spillages, notify staff (teaching technicians, demonstrators) immediately.

12.   In case of accidents, notify staff immediately. All accidents and dangerous occurrences have to be reported (usually done by the staff on duty), on the appropriate form.

13.   If a particular hazard has been identified for an experimental procedure, guidance will be given. This will generally include a description of the nature of the hazard, how to minimise it,

and how to deal with waste and accidental exposure. Carefully read written instructions and listen to verbal instructions. If in doubt ask staff for advice.

Notebooks

Laboratory notebooks will be issued to students for keeping records during practicals. These should be kept tidy and should be used to record everything that goes on in the laboratory, including notes from lecturers introductions, all the data derived from the experiments and hints and suggestions that are given to you by demonstrators. Keeping a good laboratory notebook is one of the most important skills any researcher must gain early in his or her career.

Calculators

The calculator that will be used in examinations is the CASIO fx-85ES. You should ensure that you are familiar with the use of this particular model. The Imperial College Union Shop has equivalent models available for sale (currently CASIO FX85WA-s and CASIO FX-115WA-s). The Department has a stock of calculators for use in examinations and you will be given an opportunity to use one of these during a practical session. Also, you can come to the Education Office to familiarise yourself with the functions of this calculator and compare it to your own model.

Supplementary Course – Second Year Students

All second year students must take a mandatory supplementary course from the i-explore catalogue https://www.imperial.ac.uk/study/ug/i-explore/. Students will decide which course they wish to take, but we strongly advise that you apply for courses that suit your timetable.

The module you take will be integrated into your programme and will count for credit towards your degree and so must be completed to progress to the final year.

There are four categories

Imperial Horizons
Imperial Horizons gives you access to a wide range of options, including modules focused on humanities, social sciences, languages, and culture, society and global challenges. There are also opportunities to collaborate and work on projects with real-world impact.

Business for Professionals of Engineering and Science (BPES)
BPES modules, delivered by Imperial College Business School, give you the chance to gain a greater understanding of the financial, strategic and operational context of your core subject.

STEMM modules
These modules allow you to study areas of Science, Technology, Engineering, Maths and Medicine (STEMM) from outside of your chosen subject.
This will also include topical areas of science being pioneered by our researchers that are not currently offered within our undergraduate courses.

Multidisciplinary Project
The Multidisciplinary Project module has collaboration at its heart.
You will work in a team of students from other departments to tackle some of the biggest challenges facing society. Together you will work on both developing and pitching your product or idea.

Final Year Project –Final Year Students

All final Year students will undertake a Final-Year Project. There will be a specific meeting in the late Autumn/Early Spring Term of the final year to discuss the arrangements for the projects. You will be given a wide range of project titles and be required to choose eight of these. You will then be assigned a project.

Please note that you will not be allocated a project to be carried out in a laboratory where you have worked previously. Also, you will not be allocated a project offered by a laboratory outside the Department (e.g. one of the Medical School laboratories) unless specifically approved by the Project Convenor, Professor Peter Nixon.

Imperial Mobile app

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

🖥 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

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

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

Imperial Success Guide

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

🖥 www.imperial.ac.uk/success-guide
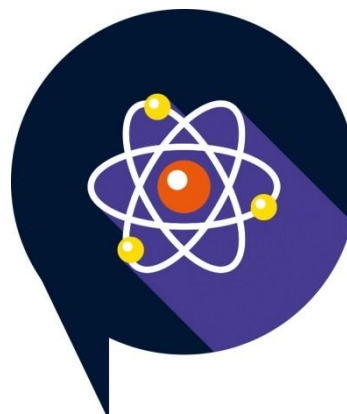
I-Explore Modules

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

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

🖥 www.imperial.ac.uk/study/ug/i-explore

3.   Well-being and advice

Student Space

The Student Space website is the central point for information on health and well-being.

🖥 www.imperial.ac.uk/student-space
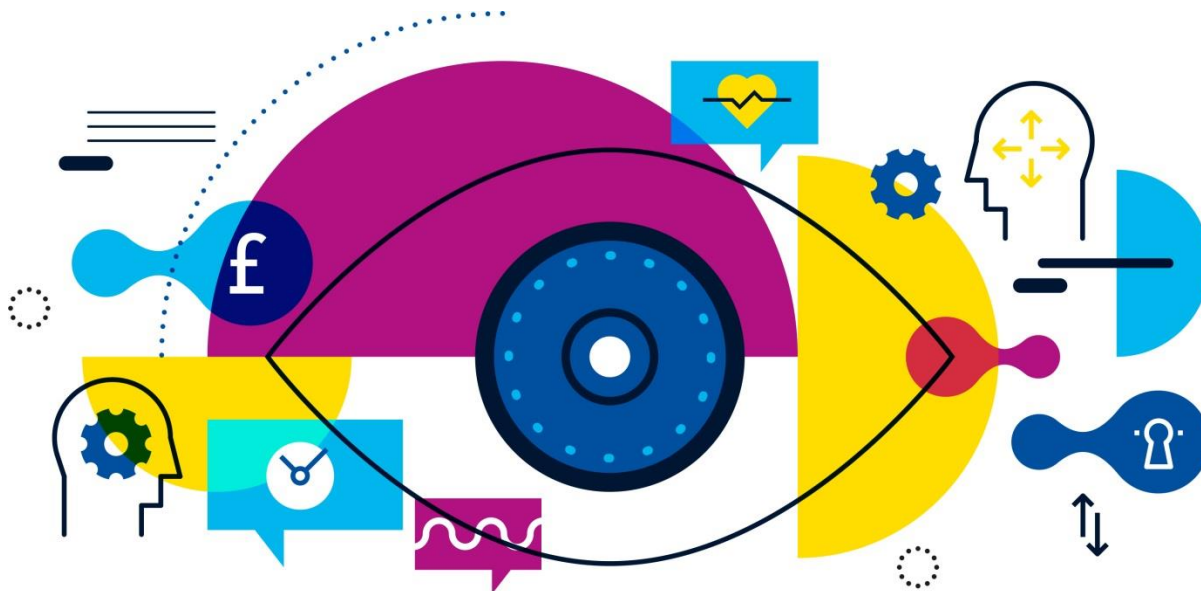
Support in your Department

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 here. This includes:

Personal Tutor

Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential.
If necessary they will direct you to an appropriate source of support.

Your first meeting with your Tutor will be in your first week at College. First Year Students will then be given the opportunity to meet with him/her on another six occasions which will normally be on a Wednesday morning twice in each term. Please note that your Tutor will confirm the day and time for you to meet them. These tutorials will address your training and in particular your study and communication skills, therefore your attendance will be recorded.

Please remember that your Tutor will take a special interest in your progress and if you have a problem of any kind (either academic or personal) they will always be pleased to advise you, or suggest an appropriate person for you to consult.

You do not have to wait to be invited to see your Tutor; call at their office and make yourself known or contact them by email. If they are busy, ask when they are likely to be available and/or leave a message. Some Tutors set aside a particular time each week when they expect to be available for discussions with their tutees (or other students). Your Tutor will let you know how best to contact them.

Normally you are assigned a Personal Tutor for the duration of your academic studies. If at any time you think it might be appropriate to change your Personal Tutor, you should discuss this with the

Senior Tutor. You should let the Senior Tutor or Education Office know if you are having difficulty getting in contact with your Personal Tutor.

The Senior Tutor will usually be available to help solve serious problems. Appointments can be arranged at short notice by e-mail or by telephone. If the Senior Tutor or your Personal Tutor is unable to help you the Senior Tutor will refer you to the College Health and Welfare support systems (see below). If any members of staff are busy when you approach them, please do not hesitate to make an appointment and return at a more convenient time.

References from Personal Tutors and other Members of Staff

Personal Tutors and other members of staff will usually be happy to provide references on your behalf. Before giving the name of a member of staff as a referee you should first:

(1)   Ask them for permission to do so

(2)   Provide them with information about the type of application you are making and any useful documents (CV/Personal Statement).

When requesting references, you should also be sure that you give sufficient notice. Your Tutor may indicate how much time they need, but in general it is poor practice to give less than two week's notice of an impending deadline for submission of a reference.

Senior Tutor

👤 Dr Stuart Haslam	📍 Sir Ernst Chain Building, 101A	
Senior Tutor: Biochemistry/Biotechnology	📞 +44 (0)20 7594 5222	
	✉ s.haslam@imperial.ac.uk	

👤 Professor Stephen Brickley	📍 Sir Ernst Chain Building 402a	
Senior Tutor: Biological Sciences	📞 +44 (0)20 7594 7699	
	✉ s.brickley@imperial.ac.uk	

The Life Science Deputy Senior tutors are: Dr Anita Hall and Dr Magda Charalambous.

👤 Dr Anita Hall	📍 Sir Ernst Chain Building, 207	
	📞 +44 (0)20 7594 5193	
	✉ anita.hall@imperial.ac.uk	

👤 Dr Magda Charalambous	📍 Sir Alexander Fleming Building, 505	
	📞 +44 (0)20 7594 5372	
	✉ m.charalambous@imperial.ac.uk	

Mental Health/Wellbeing resources

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

Your Personal Tutor

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

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

Mums and Dads scheme

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

Everyone has mental health and it can fluctuate over time so it needs taking care of in the same way that we monitor and take care of our physical health. Early intervention if mental health declines can prevent crises and helps recovery. This is summed up by two quotes from your peers who sought help when their mental health declined, 'Having a chat with someone who really understands was amazing'. 'Mental health really is vital'.

If you are worried about your own mental health or that of someone you care about, there are many people who can help. These are listed the College's student support zone and on Blackboard in the Life Sciences, General information section and they include the Department's mental Health First Aiders (MHFAs) who are trained to listen non-judgementally and guide you to sources of help and support. Life sciences' MHFAs include Rob Bradley (r.bradley18@imperial.ac.uk), Stephen Curry (s.curry@imperial.ac.uk), Steve Connolly (stephen.connolly@imperial.ac.uk), Magda Charalambous (m.charalambous@imperial.ac.uk), Alicia Estacio Gomez (a.estacio-gomez@imperial.ac.uk), Anita Hall (anita.hall@imperial.ac.uk, James Rosindell (j.rosindell@imperial.ac.uk) and Catherine Mansfield (c.mansfield@imperial.ac.uk). Anita Hall is also a College MHFA trainer and she is happy to chat about your ideas around mental health. Asking for help to support your mental health is very important and it should carry no stigma; it is not recorded in any academic transcript or reference.

Student Counselling Service, Room 446, Sherfield Building Reception, extension 49637
counselling@imperial.ac.uk

Imperial College Health Centre, Princes Gardens, London, SW7 1LY, 020 7584 6301,
imperialcollege.hc@nhs.net

Disabilities Officer, Dr Linda Giorgi, Education Office, Sir Ernst Chain Building

Nightline (020 7631 0101) is a telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 6pm to 8am. It is run by students of affiliated higher education institutions in the London area.
It is also possible to contact Nightline via e-mail: listening@nightline.org.uk

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

All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves.

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.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

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 College. The Union provides a range of independent support.

Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

www.imperialcollegeunion.org/advice

Student representatives

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

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

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

Officer Trustees

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

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

Health and well-being services

NHS Health Centre and finding a doctor

Even if you're fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

💻 www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you're feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

💻 www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

💻 www.imperial.ac.uk/student-space/here-for-you/dentist

Counselling and Mental Health

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

💻 www.imperial.ac.uk/counselling

Financial well-being

If you've got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

📞 020 7594 9014

✉ student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

💻 www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011

✉ tuition.fees@imperial.ac.uk

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

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

https://www.imperial.ac.uk/student-support-zone/advice/being-a-parent-or-carer/

Support for disabled students

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

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

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

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

Room 566, Level 5, Sherfield Building, South Kensington Campus

020 7594 9755

disabilities@imperial.ac.uk

www.imperial.ac.uk/disability-advisory-service

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person's disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

Some of the sorts of things the Disability Advisors can help with are:
• checking that your evidence of disability is appropriate and up-to-date
• arranging a diagnostic assessment for specific learning difficulties
• making recommendations for additional exam arrangements, for example extra time or rest breaks
• arranging extra Library support and access to the Assistive Technology Suite
• supporting applications, where appropriate, for continuing accommodation after your first year.

Your advisor will draw up a "Suggested Reasonable Adjustment" document for you to share with your department which outlines all your support needs and we will fund any additional support agreed by your DAS Advisor. This could include funding for:
• note taking, specialist study skills or mentoring support.
• disability related equipment (NOT computers)
• other additional support, for example taxi fares for those who need help with transport.

A disability is any long-term condition that has a substantial impact on your ability to study effectively for example:

- a specific learning difficulty, e.g. dyslexia, dyspraxia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder etc
- a visual, hearing, or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger's syndrome
- a mobility or dexterity impairment.

You can book an appointment by dropping in to the office, phoning or sending an email

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 Disability Liaison Officer (Dr Linda Giorgi, Life Sciences Education Office)
Dr Giorgi is your first point of contact within the department and is there to help you with arranging any support within the department that you need. Dr Giorgi is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.
http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/

More information on Departmental Disability Officers is available at:

www.imperial.ac.uk/disability-advisory-service/support/ddos

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

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

See the Admissions website for details:

www.imperial.ac.uk/study/ug/apply/requirements/english

English language support

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

www.imperial.ac.uk/academic-english

International Student Support team

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

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

Advice Services
You have access to a number of specialist advice services:

Careers Advice

Departmental Careers adviser

The Life Sciences Careers Adviser is Dr Steve Connolly (stephen.connolly@imperial.ac.uk). Dr Connolly is able to answer questions about careers directly related to Biochemistry and postgraduate taught courses or research. In addition, he can advise on opportunities for vacation work.

Your personal tutor can also provide guidance on CV writing and personal development planning, which will help you decide on future career prospects.

Further information will be provided in the 'Careers Advice' folder in the LifeSci Central Portal on Blackboard

The Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.
Visit the Career Service's website to:
Book a careers appointment
Find resources and advice on successful career planning
💻 www.imperial.ac.uk/careers

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

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

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

📍 Chemistry Building, 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 students' support

Centre for Academic English

📍 Level 3, Sherfield Building, South Kensington Campus

✉️ english@imperial.ac.uk

💻 www.imperial.ac.uk/academic-english

International Student Support team

📞 020 7594 8040

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

Careers

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

📍 Central 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/

Library and IT

Information and Communications Technologies (ICT)

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

📞 020 7594 9000

💻 www.imperial.ac.uk/ict/service-desk

Software shop

The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

💻 www.imperial.ac.uk/admin-services/ict/shop/software

Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

💻 www.imperial.ac.uk/library

Religious support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

www.imperial.ac.uk/chaplaincy

Instruction to Candidates for Examinations

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

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

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

Assessment of Work

In assessing your work, staff use an assessment criteria for both coursework and examinations, which breaks down the allocation of marks and ensures that feedback is accurate and representative of the year of study.

The marking criteria are available in the 'Life Sci Central' Portal. It is important to familiarise yourself with these, and to refer back regularly when preparing coursework submissions or examination revision in order to maximise your potential achievement.

In assessing your work, staff will take account of the relevant year of the degree programme, and the nature of the work (essay, worked problems, laboratory report, oral presentation, etc.). Due allowance will be made for what can reasonably be achieved in the time available. Take care to write clearly and precisely. If your writing is either indecipherable, or incomprehensible because of incorrect use of the English language or science terminology, we will not be able to give you due credit.

Your knowledge will be marked for completeness and accuracy. While marks will not be lost if irrelevant material is presented, failure to consider all of the relevant material will reduce the maximum possible score you could obtain. Under examination conditions you will not have the time to present irrelevant material and by doing so, you risk failing to include relevant material. Take care to directly answer the specific question asked, rather than write a broad, general essay on the topic.

Your understanding will also be assessed by consideration of your ability to (i) analyse a hypothesis or statement by breaking it down into its elements in order to examine their inter-relationships and contribution to the whole question and (ii) criticise a hypothesis or conclusion by examining the validity of the evidence for it. For example, while credit will be given for determining the correct answer to a problem question, more credit will be given if you satisfactorily describe why you make the different steps and calculations.

The importance of the different factors involved in the description of work will depend on the nature of the item of work being assessed, e.g. assessment of a coursework essay could involve "evidence of outside reading" (i.e. outside lecture notes) but this is unlikely to apply to answering problem sheets.

Mitigating Circumstances – Coursework and Exams

Sometimes during your studies your assessments, or attendance, may be affected by sudden or unforeseen circumstances. If this happens at the time of, or immediately preceding 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 is not permitted to add marks to those you have already achieved.

All claims must be supported by independent evidence and submitted within 5 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim.

Claims are submitted to the education office by completing a separate mitigating circumstances form (https://bb.imperial.ac.uk/bbcswebdav/pid-1692679-dt-content-rid-5397921_1/xid-5397921_1) for each claim/element and sending this, along with the appropriate evidence to your host administrator via: biochem.ug@imperial.ac.uk or Biology.ug@imperial.ac.uk. Other staff members cannot request mitigating circumstances on your behalf, so you must action this yourself, even if you have discussed your issue with a tutor.

A lot of people are concerned whether what they are experiencing would be acceptable grounds for mitigating circumstance. We recommend that you should submit it if at all unsure, as all claims are individually assessed and approved or declined on their own merits.

If you are experiencing a medical issue that is impacting on assessments/deadlines/examinations you will need a medical note from an NHS recognised medical practitioner as evidence. For missed sessions of a short duration (Lab/Tutorial/Workshops etc) you must still fill in a mitigating circumstances form, but instead of requiring a formal medical note, you can apply to 'self certify' using this in addition to the mitigating circumstances form (https://bb.imperial.ac.uk/bbcswebdav/pid-1692679-dt-content-rid-5397922_1/xid-5397922_1)

Through this procedure you may also be able to request an extension to the deadline for some forms of assessment. This must be requested before the deadline, in a timely fashion with an appropriate medical note.

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

www.imperial.ac.uk/disability-advisory-service/support/exams/

All submitted information will be kept to the minimum number of people within the Life Sciences staff but you must state if your information is to be kept completely confidential. It is also advisable to keep your personal tutor informed of any issues that may affect your performance.

For examinations, if you think you will be unable to attend an examination for medical or another valid reason, or you miss part of an examination through illness, you must ensure that the Life Sciences Education Office is informed immediately. Documentary evidence of the reason for absence must be provided within one week of the examination (see under section 'Mitigating Circumstances and Exams- Illness and Absence During and Prior to Examinations''). You cannot Self Certify for examinations

Academic Integrity and Academic Misconduct

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

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

🖥 www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

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

Plagiarism

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

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

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

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

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

🖥 www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

Collusion

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

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed 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 are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), 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.

Timed Remote assessments

Due to the impact of Covid 19 the College reserves the right to conduct examinations/assessments remotely. These will be clearly indicated in advance and are not available as a 'dual-mode' assessment. These 'TRA' are designated as 'open-book examinations', during which you may not contact anybody: verbally, by telephone, social media, text, e-mail, or any other means. You are only permitted to correspond with the College staff responsible for the examination if you have problems via the Examinations email lifesci-ug.exams@imperial.ac.uk .

Unsatisfactory Progress

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. 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

Academic Appeals Procedure

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. In the event that 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

Arithmetic Marks Check

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

Student Complaints

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

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

✉ student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

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

💻 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

Intellectual Property Rights Policy

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

💻 www.imperial.ac.uk/students/enterprising-students/intellectual-property/

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

💻 www.imperial.ac.uk/students/enterprising-students/
💻 www.imperialenterpriselab.com/support/experts-in-residence

Use of IT Facilities

View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-
💻 use-for-it-facilities/

General Data Protection Regulation (GDPR)

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

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

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

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-
governance/public/academic-policy/admissions/Privacy-notice.pdf

Use of IT Facilities

View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-
💻 use-for-it-facilities/

Coursework and Monitoring of Student Performance

Performance is monitored throughout your studies using various assignments. This continuous assessment contributes to your overall marks for both individual courses and your overall degree. Coursework is intended to teach practical skills, to develop an investigative approach to Biochemistry and Biotechnology and to reinforce the assimilation of ideas and terminologies introduced in lectures.

Students are advised to make good use of the time allocated for tutorials and problem-solving sessions and to avoid rushing through procedures during practical classes.

By monitoring your performance in the assigned work, we can provide feedback that will help you to see what you understand well and what you need to study further. This continuous assessment also contributes to your overall marks for both individual courses and your overall degree.

You must gain a pass mark in both the coursework and the examination, as well as achieving an overall pass mark for the course. Students who, without good cause, submit insufficient or inadequate coursework, or fail to attend practicals, will fail the course. To pass a course, see section 'Passing a Course' and also refer to the Scheme for the Award of Honours which can be found in the 'Life Sci Central' Portal..

Coursework Deadlines and Submission

Coursework deadlines will be given to you at the start of each course. They will usually be by 1pm on the day specified by your course convenor. Coursework is logged in and out of the Education Office and should not be handed to individual members of staff. Electronic copies of coursework are submitted via the course pages on Blackboard. Hardcopy submissions need to go into the appropriate year group's Coursework Dropbox outside the Education Office.

Students must ensure that hardcopy submissions are securely stapled and must include a coursework coversheet with a barcode/name sticker that should be securely attached to the front (coversheet and name sticker provided by the Education Office).

If it is specified that you are to submit both electronically and as a hard copy, both elements must be submitted before the deadline or the process will be incomplete and you may be penalised for lateness.

Students are encouraged to use a computer to produce coursework. Handwritten work is only acceptable at the discretion of the course convener, and care should be taken to produce neat and easily read text using blue or black ink. It is recommended that you put page numbers on each sheet and pay careful attention to clear presentation and organisation of your work. **You should always keep a copy of your work for yourself.**

Coursework must be submitted on time; it must be your own properly referenced work; and word-limits must be adhered to where set. You will lose marks if you do not follow these rules. Students who consistently fail to complete coursework or fail to hand it in on time during the year will almost certainly fail the course, irrespective of their performance in the examination at the end of the year.

Personal Tutors will be informed of persistent failure to submit coursework by their Tutees and students can expect to be asked to meet their Tutors to discuss the reasons for their poor performance.

Coursework Late Penalties

Coursework must be submitted on time. You will lose marks if you do not follow these rules. In particular, late work will not be accepted and will be capped at a pass mark or receive zero.

Work submitted up to one (1) calendar day after the assessment deadline (date and time) will be marked but capped at the passmark. Work submitted more than one (1) day late will not be accepted as a valid attempt and a mark of zero will be recorded. For example, if the assessment deadline is Wed 13:00, work submitted from Wed 13:01 to Thur 13:00 will be marked and capped at the passmark. Work submitted from Thur 13:01 will be given a mark of zero. This one day/24 hour period is inclusive of weekdays and weekends. The full policy is available here.

Students who consistently fail to complete coursework or fail to hand it in on time during the year will almost certainly fail the course, irrespective of their performance in the examination at the end of the

year. Personal Tutors will be informed of failure to submit coursework by their Tutees and students can expect to be asked to meet their Tutors to discuss the reasons for their poor performance.

Coursework Feedback and Marks

Staff will endeavour to mark coursework quickly. Your work will be returned with a percentage mark and normally written comments will be given as feedback on the cover form.

The deadline for return of an item of coursework to you will be clearly advertised in your course guidebooks and be available from the Education Office. The normal deadline for return of coursework is 2 weeks (10 working days in term time) from submission. Occasionally there will be a longer deadline, for example, due to the lengthy nature and /or number of items to mark or because of competing commitments for the lecturer responsible for the marking. However, this will be clearly advertised ahead of the coursework submission deadline. The department runs a Traffic Light system, which displays visually on Blackboard and on departmental monitors whether a particular piece of course work feedback was returned: early (blue), on time (green) or late (red). For example;

Course	Title	Marker	Submission deadline	Return deadline	Actual return date
Genes and Genomics	Analysis of Cloned Genes	Dr Southall	08/11/16	29/11/16	**24/11/16**
Fundamentals of Molecular Biochemistry	Protein Purification and NMR Practical	Various	16/12/16	09/01/17	**11/01/17**
Fundamentals of Molecular Biochemistry	Protein Folding Practical	Dr De Simone	22/12/16	16/01/17	**16/01/17**

If the feedback and marks are delayed, students will be informed by either email or Blackboard. You will receive your mark as a percentage, and summary of feedback depending on the nature of the assessment.

Hard-copy work which has been marked will usually be returned to your pigeon holes in the Education Office for collection by you. Please collect all work as soon as possible as storage space is limited.

Coursework Marking and Second Marking

Items of assessment (essays, practical reports, exam scripts, etc.) which count towards your final degree classification will be marked in detail by one member of academic staff or their nominee, with a second member of academic staff either double marking the item of assessment or check marking the work depending on the weighting of the piece of work. Second marking may consist of blind or non-blind remarking of the item of assessment` (in blind marking the second marker does not see the comments or marks of the first marker) or may be check marking (where a second marker briefly but carefully verifies the accuracy of the marking).

All items of final year coursework are currently non-blind second marked. If there is disagreement, markers will try to reconcile this between themselves, calling on the course convenor or exam board chair to arbitrate if necessary. Items of assessment that are machine marked are only single marked but are subsequently scrutinized for inconsistencies and moderated if necessary.

Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College's Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.
Instructions for exam candidates can be found here:

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

Examinations & Resits

Examinations are normally three hours long. Students should take note that examinations are the primary means of assessing knowledge and understanding of biochemistry/biotechnology. Successful performance in examinations depends on developing a good understanding of lecture material throughout the courses. This is best achieved closest to the time at which lectures are given, by reading and annotating lecture notes and by reading text books and other related material (outside reading).

Candidates who are unavoidably absent from an examination are usually given the opportunity to take an alternative examination in August/September at the discretion of the Life Sciences Board of Examiners. Full credit is normally given for marks achieved in an alternative examination. If a problem arises which is likely to result in absence from an examination, you must inform the Senior Tutor, via the Education Office, as soon as possible (see section on 'Mitigating Circumstances and Exams - Illness and Absence During and Prior to Examinations'). You must also complete a mitigating circumstances form. Absence from an examination without an adequate, documented reason is regarded as a failed attempt at that examination.

Candidates who fail an examination are usually given an opportunity to resit at an alternative examination in August/September. It should be noted that this is at the discretion of the Board of Examiners for Biochemistry/Biotechnology and, if appropriate, the Examiners can require a student to return to take examinations in the following academic year. Candidates who fail a resit examination in August/September are normally given an opportunity to take the examination the next time it is offered, i.e. when the following year's cohort take the examination. A pass mark of 40% is normally credited for the module if he/she is successful in a resit examination.

Under no circumstances can an examination be attempted more than three times. It should be noted that final year students are not offered the opportunity to resit in the Summer examination period unless they are registered for the 4 Year Management Degree.

Summer resit examinations usually take place during the last week of Aug/First week of September. If you are required to take a resit please make yourself available for the whole of this period as the timetable isn't finalised until the end of July.

Mitigating Circumstances and Exams - Illness and Absence During and Prior to Examinations

Students must make every effort to attend all examinations, unless there is a very serious reason for not doing so. Failure to attend an examination without a valid reason will result in the student failing that examination. Following this, if the student is allowed to sit the examination at a future date, this will be for the pass mark only.

A) Illness on the day of an examination

Medical Assessment – "not fit to attend an examination"
If you miss an examination because you are ill on the day of an examination, you must attend a doctor on that day. If the doctor agrees that you are not fit to sit an examination, you must submit a

mitigating circumstances form and arrange for the Education Office or Senior Tutor to be sent a medical certificate within one week of the date of the examination with a full explanation of why you are deemed to be unfit. You cannot Self Certify for illness affecting an examination

B) Illness during the revision period

It is completely normal for students to experience periods of stress in the weeks prior to an examination. Students are advised to eat, drink and sleep normally during revision, and not to try to work all night, or to rely on excess quantities of stimulants to keep awake. It is also normal for some students to feel it is challenging to learn all the material expected.

Students should organise their revision so that if they are ill for a few days, this will not affect their studies. For example, if a student suffers gastroenteritis for a few days, or has a migraine, we expect them to recover and carry on with their revision. Similarly, if a student is stressed for a few days, they are advised to rest and then resume their studies.

In general, illness during the revision period is not an acceptable excuse for not sitting an examination. Submitting a medical certificate stating that you were stressed for a short period of time will not be regarded as a sufficient reason for not sitting an examination, in most cases.

Students who experience a long period of physical or mental illness at any time, whether during the revision period or during normal studies, should inform the Senior Tutor. They are also advised to see one of the Health Centre Doctors to obtain advice or treatment and to have their symptoms documented. The Department is sympathetic to such cases and will make appropriate arrangements for the student to resume their studies and to sit examinations when they have recovered. Students will have to provide medical certification for both their illness and their fitness to resume their studies and attend examinations. You cannot Self Certify for illness affecting an examination.

C) Personal and family circumstances

Students who are affected by personal and family circumstances during the period of revision are also expected to sit examinations. However, we are sympathetic to students who are affected by a particularly traumatic event, for example death of a near relative. In all cases students must contact the Senior Tutor before the examination and explore the options available to them. It may be possible to allow the student to sit the examination for full credit at a later date. While it is not possible to list our response to all circumstances, we generally do not consider the illness or death of a grandparent during the revision period as a sufficient reason to miss an examination.

Students who are resident overseas, or who travel prior to an examination must make every effort to return to College on time. Travel arrangements can be changed at the last minute by travel operators, and students must anticipate such things. The cancellation of a flight resulting in a student missing an examination will not automatically count as a valid reason for excusing the absence. We recommend students plan to arrive in the UK several days prior to any examination.

Past Examination Papers

An essential part of your studies should involve working with past examination questions. Past papers can be viewed on Blackboard (http://learn.imperial.ac.uk/)
Please note that content of courses and the structures of the examinations change from year to year. Whilst past examination papers can be helpful in your studies it is most important that you are fully aware of a course as taught in the year in which an examination is held. Course Convenors will inform students of the structure of examinations during the year.

Exam Feedback

We do not return past examination scripts to students after they are marked, however, your Personal Tutor can review your scripts with you and give you feedback on the examiners' comments to help you improve your examination technique. If you have a query about your examination performance,

you should consult your Personal Tutor, who can advise you generally about what is expected in a good examination answer.

Exam Marking

Items of assessment (exam scripts, essays, practical reports, etc.) which count towards your final degree classification will be marked in detail by one member of academic staff or their nominee, with a second member of academic staff either double marking the item of assessment or check marking the work depending on the weighting of the piece of work. Second marking may consist of blind or non-blind remarking of the item of assessment (in blind marking the second marker does not see the comments or marks of the first marker) or may be check marking (where a second marker briefly but carefully verifies the accuracy of the marking).

All examination scripts from all years are currently non-blind second marked. If there is disagreement, markers will try to reconcile this between themselves, calling on the course convenor or exam board chair to arbitrate if necessary. Items of assessment that are machine marked are only single marked but are subsequently scrutinized for inconsistencies and moderated if necessary.

Link to Academic and Examination Regulations:

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

Passing a Module

To pass a module (please refer to the Scheme for the Award of Honours which can be found in the 'Life Sci Central' Portal and see section on 'ECTS requirement for Degree'), students must achieve at least 35% for the coursework component, at least 35% for the written examination, and 40% overall. To calculate the overall mark for a course, the overall coursework mark and the overall exam mark is normally weighted 25%:75%, respectively.

ECTS Requirement for Degree

Degree programmes at Imperial College use the European Credit Transfer and Accumulation System (ECTS). To obtain a BSc degree a student must complete a minimum of 180 credits in the ECTS. Each year has a value of 60 ECTS credits, within each year, ECTS credits are distributed between the courses, representing the weighting for each course. A complete list of ECTS credits is available in the scheme for the award of honours in LifeSci central

In the first year, each course is worth 15 ECTS credits and students must pass all modules in order to proceed to the next year of study. The placement year (for those students registered for the Year in Industry/ Research or the Research Abroad degrees), which has a value of 60 ECTS for the year but has a zero weighting towards to the degree, and the Biochemistry/Biotechnology with a Language for Science degrees, which has a value of 66 ECTS for the year but also has a zero weighting towards the degree. All students who successfully complete their undergraduate studies are awarded a degree within a specific division of Honours.

Assessment of Overall Marks for the Award of the Division of Honours

The type of degree awarded (Division of Honours) to each student depends on an overall mark calculated from the results achieved and the consideration of the student's abilities at the Final Examiners Meetings.

The marks boundaries are normally as follows:

Division of Honours for Degree	% Mark
First Class (1)	70 - 100
Upper Second Class (2A)	60 - 69
Lower Second Class (2B)	50 - 59
Third Class Honours (3)	40 - 49

The overall mark for each student is calculated as follows:
A mark is calculated for each course using the results for the written examination and the overall mark for coursework assignments. For all first-year courses these are weighted 3 to 1 respectively, (i.e. 75% of total for the written examination and 25% for coursework). To pass a course students must achieve at least 35% for the written examination, 35% for the coursework and 40% overall.

A mark is calculated for each year completed using a weighted average of courses taken. The weighting is according to ECTS value and in the first year all courses have equal value at 15 ECTS credits.

For students entering before 2019-20

The overall mark for the degree is calculated using a weighted average of the marks for individual years.

The weighting for the 3-year "Biochemistry/Biotechnology" and "Biological Sciences" BSc degrees is normally according to the following:

First year	1 (11.1%)
Second year	3 (33.3%)
Third year	5 (55.6%)

For the 3-year "Biochemistry with Management" and "Biological Sciences with Management" BSc degrees:

First year	1 (14.2%)
Second year	3 (42.9%)
Third year	3 (42.9%)

For the 4-year "Biochemistry with Management" and "Biological Sciences with Management" BSc degrees:

First year	1 (7.1%)
Second year	3 (21.4%)
Third year	5 (35.7%)
Final year	5 (35.7%)

For the 4-year "Biochemistry with Management and a Year in Industry/Research" and "Biological Sciences with Management and a Year in Industry/Research" BSc degree:

First year	1 (14.2%)
Second year	3 (42.9%)
Placement year	0 (0%)
Final year	3 (42.9%)

For the 4-year "Biochemistry/Biotechnology with a Year in Industry/Research", "Biochemistry/Biotechnology with Research Abroad" and "Biochemistry/Biotechnology with a Language for Science", "Biological Sciences with a Year in Industry/Research", "Biological Sciences with Research Abroad" and "Biological Sciences with a Language for Science" BSc degrees:

First year	1 (11.1%)
Second year	3 (33.3%)
Placement year	0%
Final year	5 (55.6%)

For the 5-year "Biochemistry/Biotechnology with Management and a Year in Industry/Research" and "Biological Sciences with Management and a Year in Industry/Research" BSc degrees:

First year	1 (7.1%)
Second year	3 (21.4%)
Placement year	0%
Third year	5 (35.7%)
Final year	5 (35.7%)

For students entering from 2019-20 onwards

The overall mark for the degree is calculated using a weighted average of the marks for individual years.

The weighting for the 3-year "Biochemistry/Biotechnology" and "Biological Sciences" BSc degrees is normally according to the following:

First year	3 (7.5%)
Second year	14 (35%)
Third year	23 (57.5%)

For the 3-year "Biochemistry with Management" and "Biological Sciences with Management" BSc degrees:

First year	3 (7.5%)
Second year	14 (34%)
Third year	23 (57.5%)

For the 4-year "Biochemistry with Management" and "Biological Sciences with Management" BSc degrees:

First year	6 (7.5%)
Second year	16 (20%)
Third year	29 (36.25%)
Final year	29 (36.25%)

For the 4-year "Biochemistry/Biotechnology with a Year in Industry/Research", "Biochemistry/Biotechnology with Research Abroad" and "Biochemistry/Biotechnology with a Language for Science", "Biological Sciences with a Year in Industry/Research", "Biological Sciences with Research Abroad" and "Biological Sciences with a Language for Science" BSc degrees:

First year	3 (7.5%)
Second year	14 (35%)
Placement year	0%
Final year	23 (57.5%)

Please note that the Education Office and academic staff are permitted only to give you a grade for each course. Percentage marks are released to you by Registry.

5.   Board of Examiners

Biochemistry/Biotechnology Board of Examiners

The Chairman of the Biochemistry/Biotechnology Board of Examiners is Prof. Colin Turnbull. The board is made up of the academic staff from the Biochemistry/Biotechnology Stream

External Examiners
Professor Richard Reece
University of Manchester

Professor Malcolm Walkinshaw
University of Edinburgh

Third Examiner to be appointed

Biological Sciences Board of Examiners

The Chairman of the Board of Examiners is Dr Martin Bidartondo. The board is made up of the academic staff from the Biological Sciences stream.

External Examiners

Professor Mike Bruford
Cardiff University

Professor Dave Kelly
The University of Sheffield

Professor Stephanie Schorge
UCL

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

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

A summary of External examiners reports from the previous academic year will be made available in the 'Life Sci Central' Portal.

6.   Location and Facilities

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

Your main location(s) of study will be:
Department of Life Sciences
South Kensington Campus
London SW7 2AZ

Computer Facilities

There are three teaching clusters available for students in the Department. The main teaching cluster is in Room G27 in the Sir Alexander Fleming Building. Within the Sir Ernst Chain Building there are two clusters in Rooms 310 and 311 (South corridor, level 3). All three rooms will normally be available from 8.00am to 10.30pm on every day of the week. If the door is locked, the security guard at the security lodge will usually be able to open the door if you have your security pass with you. The rooms will not be available at times announced on the door of the room when they are needed for specific teaching sessions or system maintenance.

The majority of programs are accessed through https://softwarehub.imperial.ac.uk which should open automatically on logging into machines.

More information on this can be found here http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/software-hub/ which also details how this can be accessed from your personal computers.

Computers are also available for use in College Library as well as in several other locations such as in the Lobby of the Sir Alexander Fleming Building. These all have common printing facilities using the same system as those in the department labs. Software Hub is available on these machines, so all departmental software is available on most computers in college.

Usernames and information on how to enable your account will be provided at the start of term. You will need your College ID card before you can enable your account. Passwords must adhere to College policy and be "strong" – this means that they should use at least three of the following conditions: Capital letters, lower case letters, numerical characters and special characters ($! %). Do not let anybody know your password. To do so is a very serious disciplinary offence.

These facilities are managed by the ICT Faculty Support Team Sir Alexander Fleming Building, G31). The conditions for their use are as follows:

Any problems with any computing facility should be reported via https://imperial.service-now.com/ask (preferred method) , By phone: +44 (0)20 7594 9000 or 49000 from a College telephone, email service.desk@imperial.ac.uk (not recommended) or popping into our offices

The primary use of these computers is for classwork, data analysis and reports. Anyone using the machines for these purposes has priority over recreational or e-mail users.

Installation of unlicensed software is not permitted. Rules also apply to personal computers connected to the college network

No eating, drinking or smoking is permitted in the computer room and laboratory coats should be left outside. Notices are posted in all the computer rooms and failure to adhere to these conditions may result in removal of access and / or fines / disciplinary action.

Do not unplug any College equipment, there should be some free power sockets in all the rooms, please use these for chargers, do not unplug anything already there.

• Please leave the room tidy and use the rubbish bins provided. Only put **only** paper in the recycle bins! (there are a full complement of recycling bins in 310 and 311 and in many places the multi-bins have been replaced with a single 'Dry Mixed Recycling' option)

• Please keep noise levels down, remember that other people will be trying to work.

• The continued availability of the facilities, especially out of normal college hours, will depend on how users treat it.

• When a room is used for teaching those not in the class must use another room. Whenever possible, times of classes will be displayed in advance on the noticeboards outside the rooms and users are requested to arrange their work accordingly.

Any problems should be reported to Room 321 Sir Ernst Chain Building or Room G31 Sir Alexander Fleming Building as soon as possible. Alternatively e-mail to service.desk@imperial.ac.uk or the web site https://servicedesk.ict.imperial.ac.uk/.

Misuse of the computer facilities will result in students being denied access.
Be warned: the use of the computers is monitored and video camera surveillance is operated.

All the printers in the computer rooms and central library work on the same system. All the printers offer photocopying and scan to e-mail functions as well as printing options. You use your College ID card to swipe in and print out the documents that you wish from your list of pending documents. Further information and details of how to credit your card is available at http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/

From this link you can log in and check your account as well as view animations on how the service works.

IMPERIAL COLLEGE OF SCIENCE TECHNOLOGY AND MEDICINE

CONDITIONS OF USE OF INFORMATION TECHNOLOGY (IT) FACILITIES

The User agrees and accepts that:

1. Use of College IT facilities, and their use to access non-College IT facilities, must be for the purpose of University research, teaching, coursework, associated administration or other authorised use. No 'private/commercial' work is permitted without prior authorisation. College IT facilities include the network, the virtual private network (VPN), computers, printers and the associated services e.g. software, data, email, Web, E-journals, bulletin boards, data bases but do not exclude any other part of the College IT facilities.
    Occasional personal use of the Desk top computer, e-mail and web access is permitted provided such use does not disrupt the conduct of College business or other
    Users. Recreational use of the Halls of Residence network is also permitted, subject to these conditions.

2. When using College IT facilities the user must comply with the College Information Systems Security Policy and all relevant statutory and other provisions, regulations, rules and codes of practice. Specifically, but not exclusively, the User must:

2.1 Not disclose to others her/his College login name/password combination(s) or access or attempt to access IT facilities at College or elsewhere for which permission has not been granted or facilitate such unauthorised access by others.

2.2 Not use or produce materials or resources to facilitate unauthorised corruption, changes, malfunction or access to any IT facilities at the College or elsewhere. Attempted access to IT facilities includes scanning activities (e.g. port scanning).

2.3 Not display, store, receive or transmit images or text which could be considered offensive e.g. material of a sexual, pornographic, paedophilic, sexist, racist, libelous, threatening, defamatory, of a terrorist nature or likely to bring the College into disrepute.

2.4 Not forge email signatures and/or headers, initiate and/or forward 'chain' or 'junk' or 'harassing' email.

2.5 Not play unauthorised games.

2.6 Respect the copyright of all material and software made available by the College and third parties and not use, download, copy, store or supply copyright materials including software and retrieved data other than with the permission of the Copyright holder or under the terms of the license held by the College.

2.7 When holding data about living individuals, covered by the College Data Protection Policy, register that data and its uses, and treat it in accordance with the Principles, as required by the Data Protection Act. Student users must not construct or maintain computer files of personal data for use in connection with their academic studies/research without the express authority of the Departmental/Divisional Data Protection Co-ordinator.

2.8 When responsible for Information Servers or the information held thereon abide by the College Code of Practice for Information Servers and be aware that a User may be considered in law to be a Publisher in certain circumstances.

3. All data/programs created/owned/stored by the user on or connected to College IT facilities may, in the instance of suspected wrong doing, be subjected to inspection by College or by statutory authorities. Should the data/programs be encrypted the User shall be required to provide the decryption key to facilitate decryption of the data/programs.

4.   Other than any statutory obligation, the College will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of, or prevention of use of, any IT facility provided and/or managed by the College.

5.   Whilst the College takes appropriate security measures against unauthorised access to, alteration, disclosure, destruction or accidental loss of personal and other data it cannot and does not give any warranties or undertakings to the USER about security, confidentiality or integrity of data, personal or other. The same applies to other IT material submitted to or processed on facilities provided or managed by the College or otherwise deposited at or left on its premises.

6.   His/her name, address, photograph, status, e-mail name, login name, alias, College Identifier (CID) and other related information will be stored in computerised form for use for administrative and other purposes e.g. monitoring system usage.

7.   As provided by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, made under the Regulation of Investigatory Powers Act 2000 the College will intercept and monitor electronic communications for the purposes permitted under those Regulations in accordance with the Code of Practice on Monitoring Electronic communications in the College Information Systems Security Policy.

8.   These conditions apply to non-College owned equipment e.g. personal Laptops, home PCs when connected to the College network, directly and/or via the VPN, for the duration that the equipment is using the College network.

Breach of these conditions may lead to College disciplinary procedures being invoked, with penalties which could include suspension from the use of all College computing facilities for extended periods and/or fines. Serious cases may lead to expulsion or dismissal from the College and may involve civil or criminal action being taken against the User.

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

 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

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 by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

 www.imperial.ac.uk/smoke-free

SafeZone

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

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

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

Changes due to Coronavirus (COVID-19)

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

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

7.   Placements

The College defines a placement as:

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

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

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

🖥 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

Your Departmental Year in Industry/Research and Research Abroad Contacts:

Biochemistry/Biotechnology Stream
Dr Dave Hartley
206, Sir Ernst Chain Building,
South Kensington Campus
02075945290
d.hartley@imperial.ac.uk

Biological Sciences Stream
Dr Laurence Bugeon
6th Floor Sir Alexander Fleming Building,
South Kensington Campus
020 7594 5405
l.bugeon@imperial.ac.uk

Placements for students integral to the degree are part of the Year in Industry / Research or Research Abroad programmes (see above). In addition, extra-curricular placements, for example during the summer holidays, are available. These type of placements are supported by the Undergraduate Liaison Officer:

Dr Steve Connolly
Education Office, 201, Sir Ernst Chain Building,
South Kensington Campus
020 7594 5360
stephen.connolly@imperial.ac.uk

For more information on placements visit the Placements website:
www.imperial.ac.uk/placements

If you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook:
www.imperial.ac.uk/placements/information-for-imperial-college-students

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

www.imperial.ac.uk/careers/opportunities/internships/

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

www.imperial.ac.uk/placements

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

www.imperial.ac.uk/placements/information-for-imperial-college-students

8.   Working while studying

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

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

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

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

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

9.   Health and safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:
💻   www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

What measures to expect in the Autumn Term?
Arrangements may change, but on current plans, as a minimum you can expect:

Welcome pack
On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

Good infection control
The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

Hand sanitisers and multi-surface cleaning wipes
Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Social distancing
You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

Face coverings

On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose.

When it's essential to wear a face covering:	When it's not essential to wear a face covering:
• Walking around campus • Cafes and welfare spaces • Lecture theatres • Teaching rooms • Library (in queues) • Halls of residence • Travelling on public transport	• Library (when studying) • Offices • Laboratories • Workshops

For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.

Self-isolation or quarantine arrangements

If it's necessary for you to be in quarantine or self isolation when you arrive and you are in halls of residence, we are making arrangements to support you. We will make it possible for you to arrive in halls two weeks before the start of term, at no extra cost.

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

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

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

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

Your Departmental safety contact(s) is/are:
Stefan Hoyle
518 SAF building (5th Floor) South Kensington Campus
0782850018
s.hoyle@imperial.ac.uk

The College Safety Department

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

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

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

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

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

💻   www.imperial.ac.uk/safety

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

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

💻   www.imperial.ac.uk/occupational-health

10. College policies and procedures

Regulations for Students

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

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

💻   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 are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at:

💻 www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/

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/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments 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/marking-and-moderation/Late-submission-Policy.pdf

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

Academic Misconduct Policy and Procedures

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

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

Appeal and Complaints Procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or

administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

Student Disciplinary Procedure

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

🖥 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

Intellectual Property Rights Policy

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

🖥 www.imperial.ac.uk/students/enterprising-students/intellectual-property/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

🖥 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

11.   Animal research

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

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

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

For more information please see:

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

12.   Student Records and Data

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

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

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

Student records and examinations

📞 +44 (0)20 7594 7268
✉ student.records@imperial.ac.uk

Degree certificates

📞 +44 (0)20 7594 8037
✉ certificates@imperial.ac.uk

Personal/Contact Information

It is your responsibility, and a condition of your enrolment, to make sure that all of your personal and contact details are kept up to date, Failure to do so may lead to you missing important communications and cause other administrative issues.

If any of your details change, please ensure that you inform the department via emailing the education office and also completing the online form on the Student e- service. Also, if you are registered with the College Health Centre you should keep them informed: (http://www.imperialcollegehealthcentre.co.uk/)

Your personal information will always be treated with strict confidence in accordance with the College Data protection policies http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/

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

Introduction from the President of Imperial College Union

Welcome,

First and foremost, congratulations on making it here. It's difficult to overstate how well you've done to make it to Imperial, and an easy thing to take for granted: well done.

Studying at a place like this gives you opportunities you simply wouldn't have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both: working with others, and seeking out opportunities beyond your course, is what makes a degree here worthwhile.

Life in London and at Imperial is adapting to a 'new normal' as a result of the coronavirus (COVID-19) pandemic with safety measures in place to keep you safe. But that shouldn't stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a bike or tube ride away. We're a stone's throw from some of the greatest museums in the world. We also have hundreds of student-led societies covering almost any area you can think of.

These societies are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all elected students who have taken a year out to work full-time representing you. The Union has been working hard to protect your interests and improve what Imperial's offer to students throughout this crisis, and we will continue to do so over the course of the coming academic year.

University is a bit of a sea change: you're in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there's something you want to see changed, this is a place where we can make that happen.

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

Best of luck - I hope you have a fantastic year,

Abhijay Sood

Imperial College Union President 2020-21

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

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

Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all standards 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.

With an annual fee of £30 you will get use of the gym and swimming facilities on our campuses.

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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

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

💻 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 MoveFromHome campaign, more information can be found at:

💻 www.imperial.ac.uk/sport/movefromhome

Feedback from students

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

Student representation

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

🖥 www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

Student Representatives

There is a Student Representative for all three undergraduate student years who is assisted by Academic and Social Representatives from each student year. These representatives help in the running of student affairs in a variety of ways, including representing student ideas and opinions at student/staff committee meetings, administration of lecturer evaluation surveys and organising social functions. In addition, the Student Representative attends meetings of the Biochemistry Teaching Committee.

Staff-Student Committee

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

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

The staff-student committee meets twice in the Autumn and Spring terms and once in the Summer Term and provides a forum for student feedback on a variety of issues, particularly quality of teaching and the learning environment (lecture theatres, libraries, computer provision etc.). The student team is co-ordinated by the Departmental Student Representatives (Biochemistry/Biotechnology & Biolgoical Sciences courses) and usually consists of the nominated representatives for years 1 and 2 (two for each year) and volunteers to cover the ongoing courses in the final year.

Where possible, action is taken to address the problems raised in the meetings. Significant changes that have been effected recently as a result of feedback include changing the timetable for 2nd year examinations and re-timing the start of final year options in the Spring term. Advice has been passed back to lecturing staff, when appropriate, on possible improvements in presentation/delivery, and procedures have been set in place to monitor return of marked coursework.

14.   Student surveys

Your feedback is important to your department, the College and Imperial College Union.

Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- UG Student Online Evaluation (SOLE) module/lecturer survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

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

The **Student Experience Survey (SES)** is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union."

The **National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs during the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS).** NSS asks all final year undergraduates to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

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

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

[image] www.imperialcollegeunion.org/you-said-we-did

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

[image] www.imperialcollegeunion.org/your-union/your-representatives/responses

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

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

For further information on surveys, please contact the Registry's Surveys Team at:

[image] surveys.registrysupport@imperial.ac.uk

All these surveys are anonymous and the more students that take part, the more representative the results so please take a few minutes to give your views.

Significant changes that have been effected recently as a result of feedback include revising the programme of academic and personal tutorials, changing the timetable for 2nd year examinations, and moving the submission date for final year literature projects. Advice has been passed back to lecturing staff, when appropriate, on possible improvements in presentation/delivery, and procedures have been set in place to monitor return of marked coursework.

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15.   And finally

Alumni services

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

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

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

🖥 www.imperial.ac.uk/alumni