

Imperial College London

Faculty of Medicine
National Heart and Lung Institute

BSc in Medical Sciences
Translational Respiratory Medicine

Student Handbook

2023-24

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Welcome to the College

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

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

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

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. 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' This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

- Take responsibility for managing their own learning
- Engage with the 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

Introduction from the President of Imperial College Union



Welcome to Imperial!

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

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

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

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

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

No matter what problems you have or opportunities you're looking for, we're here to help.

Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Camille Boutrolle

Imperial College Union President 2023-24



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

1. Introduction to the Department

Welcome from Programme Director, Professor Louise Donnelly




Welcome to the National Heart and Lung Institute (NHLI) and Translational Respiratory Medicine. We are the only iBSc course dedicated to respiratory disease in the country. This is despite respiratory disease being common and often reflecting environmental, occupational and inherited factors. The NHLI is the largest respiratory research faculty in Europe and many of the teachers are world-renowned in their speciality.


Respiratory disease has a significant clinical and economic impact on the NHS, and respiratory conditions have a substantial personal impact on the affected individuals and their families. This course gives students an opportunity to study in depth the science underlying a number of respiratory conditions and their management.

This course will comprise three modules in total. Module 1 is a taught module broken down into three blocks of three-week teaching. Each block of teaching is followed by a consolidation week to allow students to engage with self-directed learning, on-line modules and to receive feedback on their coursework from the course lead. Module 2 is a self-directed learning module consisting of two pieces of assessment. One assessment is termed 'Science in Context' and forms an individual clinical case study and the other is a group-based critical 'Literature Review'. Module 3 is the research project module where students will engage in a 14-week project, either in a laboratory or clinical setting.

Academic and administrative staff





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 Professor Phil Molyneaux

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 Tamsin Moala

Education Administrator

 Royal Brompton Campus

 respbscteach@imperial.ac.uk

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

Attendance and absence

Attendance will be monitored throughout the duration of the programme. Any unreported absences will be flagged to the Programme Director and Faculty Education Office.


The Registry will be informed about non-attendance of all students on a Student Route visa, as the College is obliged to report the non-attendance of such students to the Home Office.

School of Medicine Attendance Policy can be found [here](#)

Absence Reporting

To register absence due to illness of up to 7 calendar days, GP or other medical appointments, please complete the absence log form [here](#)

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

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

Key dates 2023–24

Term dates

Autumn term:	30 September 2023 – 15 December 2023
Spring term:	6 January 2024 - 22 March 2024
Summer term:	27 April 2024 – 28 June 2024

Closure dates

Christmas/New year:	23 December 2023 - 1 January 2024 (College reopens on 2 January 2024)
Easter Holiday:	28 March 2024 – 2 April 2024 (College reopens on 3 April 2024)
Early May Bank Holiday:	6 May 2024
Spring Bank Holiday:	27 May 2024
Summer Bank Holiday:	26 August 2024

Key events

Great Exhibition Road Festival: 15 June 2024 – 16 June 2024

Any programme-specific social events will be communicated to you by the course team via email or MS Teams throughout the year.

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.

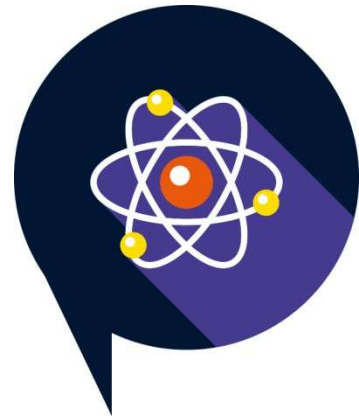
You can download the App from the Apple or Google App Stores.



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



Department Web Pages

National Heart and Lung Institute - <https://www.imperial.ac.uk/nhli/>

BSc – Translational Respiratory Medicine - <https://www.imperial.ac.uk/medicine/study/undergraduate/intercalated-bsc-programme/translational-respiratory-medicine/>

2. Programme Information

Aims and Objectives

The aim of this course is to provide a scientific basis for the practice of, and research into, respiratory medicine. It will allow students to achieve the following broad outcomes:

1. Critically appraise literature, and synthesise current evidence and opinion, and identify evidence gaps in your subject area
2. Identify and describe the characteristics and rationale of different research methodologies: E.g.: quantitative/qualitative, observational/experimental
3. Evaluate the applicability of different research methodologies to answer research questions
4. Discuss limitations of research methodologies (bias, confounding, validity, reliability, chance) and understand their implications on methodology, analysis, and sample size
5. Interpret parametric and non-parametric data
6. Organise and analyse data, justifying the selection of the mode
7. Explain results in a descriptive and inferential manner and articulate objective conclusions
8. Communicate scientific concepts, in writing and in speech, for a range of audiences e.g.: academic and lay-writing and presentations
9. Explain the ethical issues of research and their implications, particularly in relation to patients/animals
10. Demonstrate an in-depth understanding of the chosen BSc subject:
 - a) Demonstrate understanding of how mechanisms underlying the pathophysiology of lung disease can inform strategy for new treatments
 - b) Evaluate how technology, both current and emerging, can be applied for the diagnosis and treatment of respiratory disease
 - c) Critically evaluate how evidence-based medicine and clinical trials lead to the development of guidelines and changes in patient care

Content

The course content will include a broad range of respiratory sciences including physiology and pharmacology, pathophysiology, genetics and epidemiology of lung diseases and pulmonary diagnostics. Importantly, students will have the opportunity to attend clinics and observe novel diagnostic procedures in a research-active environment, thus relating their newly acquired scientific knowledge in a variety of clinical contexts.

Our BSc students will be encouraged to attend grand rounds and seminars, often from prestigious international visiting scientists. By the end of the BSc, students will have an

understanding of the scientific basis of lung diseases, the aetiological factors involved, the investigation of these processes, and novel treatments not yet in routine practice.

Teaching Blocks

1. Global Burden and Clinical Manifestations of Respiratory Disease

This first block will cover the epidemiology of respiratory disease around the world. You will learn how to assess these types of data and how to interpret this information. This block will also cover novel screening and imaging techniques as well as how lung function can be used to determine differential diagnosis. This block will also cover in depth the underlying pathophysiology of common respiratory conditions and then go on to demonstrate how the use of biomarkers, symptoms and patient presentation can be used to inform treatment.

2. Lungs and Airways: mechanisms of function and dysfunction

This block will build on the background of respiratory disease covered in block 1 and will apply the knowledge of basic science to explain the mechanisms of pathophysiology. This will include the role of specific cells and molecules in respiratory conditions and will explain how dysfunction of these normal processes in immunity and infection can drive exacerbations of respiratory disease and persistent of inflammation.

3. Advances in Respiratory Medicine

This block will cover how knowledge of pathophysiology of respiratory conditions can lead to the development of new therapies for patients. This block will cover the use of bioinformatics and the development of personalised medicine approaches including the use of machine learning and 'big data'. This block will also cover novel therapeutic approaches that are currently under development for respiratory conditions including stem cell therapy and lung regeneration. Finally, how these new developments will be tested will also be covered in clinical trial development.

3. Assessment

Please refer to the [BSc Assessment Guidelines for Students](#) which provides a broad overview of the assessments you will undertake this year.

Assessment Structure

Formative Assessment

Formative assessments are designed to help you develop skills. The learning you gain through these will feed directly into summative assessments, which are designed to measure how you have met the learning outcomes on the course. You will have a series of workshops throughout Module 1 for each of the assessments where you will have the opportunity to work on activities that will provide you with instant feedback from the Assessment Lead. These include individual and team based activities to help you better understand the specific assessment requirements. It is essential that you attend these sessions in order to receive the key support to help you develop essential skillsets needed to pass the assessments.

Summative Assessment

In this course you will experience a range of different learning activities, all designed to give you the knowledge and skills to do well in summative assessments, i.e. those that will give you the marks for your modules. Information on these assessments is provided below.

Module 1

Assessment	Word count/ time limit	Deadline
ICA 1 Commentary	1000 words max.	23 rd October 2023
ICA 2 Oral Presentation	Talk: 10 minutes Take Questions: 5 minutes	20 th November 2023
ICA 3 Assessment of data management and interpretation & communication of findings	Report: 1500 words Scientific Abstract: 350 words Lay summary: 500 words	15 th December 2023



Module 2

Assessment	Word count/ time limit	Deadline
ICA 4 Group Literature Review	First Draft: 3,500 (inc. abstract)	17 th January 2024
	Peer Review: 1,000 words	22 nd January 2024
	Final Draft: 3,500 words Rebuttal letter: 750 words	2 nd February 2024
ICA 5 Science in Context	Poster followed by presentation and discussion	Poster 25 th January 2024 Presentation TBC

Module 3

Assessment	Word count/ time limit	Deadline
Oral Presentation of Project	10 minute presentation and 5 minutes for questions	TBC
Project Report submission deadline	5,000 words	24 May 2024

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

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


All assessments are conducted in accordance with the College Regulations. Please see our Regulations webpage to determine which apply to you:

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

Academic Integrity and Academic Misconduct

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

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

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

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

Plagiarism

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

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

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

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

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

Collusion

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

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

Dishonest practice

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

4. Board of Examiners

Board of Examiners

The Board of Examiners is composed of:

- The Chair: Professor Louise Donnelly
- Internal examiners:
 - Dr Duncan Rogers
 - Dr Blerina Ahmetaj-Shala
 - Dr Franz Puttur
 - Dr Phil Molyneaux
 - Dr Pankaj Bhavsar
- The External Examiner
- One or more from the below:
 - Education Manager
 - Education Coordinator
 - Director of Education (Taught Programmes)



Professor Mark Lindsay, University of Bath – External Examiner

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution who acts as a critical friend to your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of the College's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners

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

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



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

5. Location and facilities

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

Your main location of study will be:



Royal Brompton Campus & Royal Brompton Hospital

Guy Scadding Building
Dovehouse Street
London
SW3 6LY

[Map of campus](#)

Facilities

There is a kitchen with microwaves and a hot water dispenser available for your use. There are also water points throughout the building so please bring a reusable bottle.

Computer access and printing is available at the Royal Brompton Library, located in the Guy Scadding Building. The Department's undergraduate office is located at Faculty Education Office (Medicine), Room 105, Wolfson Education Centre, Hammersmith Campus, Du Cane Road, London, W12 0NN. Usual open hours are Monday - Friday, 09.00 – 17.00, however please email the team in advance due to social distancing measures on campus.

Library Services

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

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

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

 www.imperial.ac.uk/library

Shuttle bus

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

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

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/estates-facilities/security/safezone/ for more details about SafeZone.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider

incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

6. 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 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.

7. Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College London still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial College guidance to students can be seen at:

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


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 is:

 Sue Francis

 B183 (Basement), Guy Scadding Building, Royal Brompton

 +44 (0)20 7594 1029 **Mob:** 07566 950 823

 s.francis@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 agents](#), [chemicals](#), [cryogenes](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting and driving.

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

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the 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/safety-by-topic/accidents--incidents/

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

Occupational Health requirements

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

8. College Policies and Procedures

Student Academic Regulations


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

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

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

Academic Feedback Policy

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


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

Feedback is information which offers insights into your learning progress, understanding, skill or task completion. It may come from fellow students, or teachers and may even come from yourself. Feedback an opportunity for you to reflect on your work and discover new ways to approach your studies, but those opportunities can be difficult to recognise, appreciate, and act on.

As well as receiving regular informal feedback throughout your course, you will be given detailed feedback on assessments which aligns to and justifies the marks given and provides specific guidance on how work can be improved:


In Module 1, all students will receive at least one five-minute one-to-one meeting with an academic staff member to discuss how they can learn from their feedback and improve their work, which will feed forward to their final project work.

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

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

Provisional Marks Guidance

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

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

Late Submission Policy

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

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

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

Mitigating Circumstances

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

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



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

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

Claims for mitigation or for requesting an extension can be found on MedLearn

<https://medlearn.imperial.ac.uk/med-students/mitigating-circumstances/>

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



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

Academic Misconduct Policy and Procedures

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




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


Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be

withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:


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

Fitness to Practise Medicine

 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/fitness-to-practise/

Academic Appeals Procedure

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

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

Arithmetic Marks Check

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


<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/appeals-by-ug-and-masters-students/Arithmetic-mark-check-form.docx>

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 Student 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/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/

Intellectual Property Rights Policy

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

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

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/conditions-of-use-of-it-resources/

General Data Protection Regulation (GDPR)

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

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

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

9. 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

10. Wellbeing, support and advice

In your department

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

Your Academic Tutor

Your Academic 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 Academic Tutor 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.

You will be contacted with details of your Academic Tutor shortly after starting the programme.

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 Senior Welfare Tutor is: Dr Louise Fleming



Louise Fleming

020 7352 8121 x2938

l.fleming@imperial.ac.uk

More information on Departmental Disability Officers is available at:



www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

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



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

In your hall of residence

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

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

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

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

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

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

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

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 Service

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

 www.imperialcollegeunion.org/advice

Student representatives

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

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


 15 Prince's Gardens, South Kensington Campus

 chaplaincy@imperial.ac.uk

 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

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

 020 7594 9755

 disabilities@imperial.ac.uk

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


Centre for Academic English

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

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

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


Centre for Academic English

 Level 3, Sherfield Building, South Kensington Campus

 english@imperial.ac.uk

 www.imperial.ac.uk/academic-english


International Student Support team


 020 7594 8040

 www.imperial.ac.uk/students/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/

11. Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company and Transport for London , 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 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

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


We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here: <https://student-edocuments.imperial.ac.uk/Account/LoginViaAzure>

Student Records

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree Certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

12. Work-life balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

Move Imperial

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

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

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

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 www.imperial.ac.uk/sport

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

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

13. Student feedback and representation

Feedback from students

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

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

14. Student Surveys

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

- **UG Student Online Evaluation (SOLE) module survey**

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

- **Student Experience Survey (SES)**

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

- **National Student Survey (NSS)**

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

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

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

 www.imperialcollegeunion.org/you-said-we-did

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

 www.imperialcollegeunion.org/your-union/your-representatives/responses

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

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

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

Opportunities for further study

After you have completed your BSc in Translational Respiratory Medicine, you may choose to return to NHLI for postgraduate study or research. Further information can be found here: <https://www.imperial.ac.uk/nhli/study/>