

# The Senior Tutor's Introduction to New Students

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(with responsibility for the first year)

These lecture slides are available from the departmental web page (follow Internal:Student Internal Pages)

# The Role of the Senior Tutor

- The senior tutor has overall responsibility for the academic and pastoral care of undergraduate students in their department.
- In other words the senior tutor will try to ensure that you graduate successfully while remaining as happy as possible.

# Student Welfare

You **must** contact either me or Maria in the following situations:

- If you are ill:
  - telephone or email one of us if you are sick more than two days.
  - bring one of us a medical note if you are absent over five days.
- If you have difficulties affecting your study, eg:
  - long term health, depression, financial difficulties, personal problems, accomodation, etc.
- If you are absent for more than two working days from college during term for any reason.
- If you are contemplating leaving or transferring to another course.

# Student Progress

We **will** contact you if we have reason to believe you are not progressing well. We monitor:

- Poor Attendance
- Low level of achievement
- Late or missing courseworks

If we do ask you to come and see us please do so promptly. We are not going to tell you off or try to embarrass you into working harder. We want to help you succeed on the course.

**Most importantly** please always keep the SAO informed of any change of address or telephone and **always read and respond to email sent to your college account.**

# Professional Behaviour

- College facilities, for example computers and printers can be used for your own personal activities, but they must not be used for any illegal purpose or in a way that would offend colleagues. Doing so may result in your being banned from using them.
- We are an international multi-ethnic community. We tolerate and respect each other's views and beliefs even if we do not agree with them. If you feel that you have been offended or insulted in any way by another member of the college come to see me and discuss it.

# Plagiarism and Cheating on Examinations

Plagiarism is the practice of passing off someone else's work as your own (with or without his/her agreement).

- If you are found plagiarising or cheating you will probably receive a zero mark for the assessment concerned.
- For major or repeated offences you can be expelled from the college.
- Plagiarism is remarkably easy to detect - **Don't do it!**

College policies on cheating and plagiarism are linked from the departmental internal web pages.

# Plagiarism in History

Plagiarism was not always considered a serious offence.

- Antonio Vivaldi - Gloria movements 9 and 12 - plagiarised from Ruggiere;
- Mozart - Symphony No 37 - plagiarised from Michael Haydn;
- Michael Haydn - Duos for Violin and Viola - plagiarised from Mozart;
- Schubert - Symphony No 5 (slow movement) - plagiarised from Mozart;
- Bizet - Habanera from Carmen - unintentionally plagiarised from Sebastian Yradier;

Copyright laws were only introduced in the mid nineteenth century.

# Working together

Working together with your colleagues is a good practice, but:

- Make sure that you participate fully and understand what is going on in any group discussions about the course.
- Work independently to produce your own coursework solutions.
- Do not set up a consortium to solve an individual coursework and submit multiple copies of that solution. While not considered as serious as plagiarism you may receive a zero mark for doing this.



# Personal Tutors

You should meet with your personal tutor twice a term.  
You can use the meeting to discuss:

- aspects of the course;
- any problems you are having;
- any complaints you want to raise;

or simply (and most commonly) to socialise.

It is to your advantage that you get to know your personal tutor well (and vice versa). He or she will write you references, represent you in examiners' meetings and be your advocate in any dispute.

# Things to consider doing

You might want to look at the college web site for further details on these options:

- If you need to improve your English there is an **English Language Support Unit**.
- You can register with the **Imperial College Health Centre** if you are living locally. Otherwise you should register with a GP near where you are living.
- The college's **Students** page contains useful information on finance and welfare.

# MEng International Programme

You might want to spend a year in a university in another country:

- It is possible to spend either the third or fourth year of the MEng degree in a different University.
- Current participating universities are mainly in France and Germany. Possibly there will also be collaborating universities in Spain and the USA.
- The programme is organised by Dr Herbert Wiklicky.
- To participate you must be proficient in the local language of the country that hosts you.

# Common Misconceptions

- **A levels are harder than university work.** University work will become progressively more conceptually difficult and technically demanding throughout the course. Don't become complacent if you already know some of the material in the first year. Use your time to strengthen your understanding or to read ahead of the curriculum.
- **Lectures are more important than tutorials.** Attending tutorial sessions is one of the most efficient ways of learning. The exercises will focus your attention on the things you don't understand and tutors will be on hand to help you.

# Common Misconceptions

- Reading the lecture notes on the web is just as good as going to the lectures. Lectures notes are very concise, and are not intended as self study material. Lecturers will interact with the students to explain the subject in a more comprehensive way, and you can ask questions.
- It isn't necessary to study or revise everything to achieve the pass mark of 40%. On the contrary, it is very dangerous to leave out parts of the course that count in the overall assessments. Try to understand everything as fully as you can.

# Recipes for Failure

- Spend every evening socialising (or boozing) and don't get up till mid day. You will very quickly get behind and find yourself unable to understand the lectures you do attend.
- Get a job outside college. This will reduce the time you can work on your degree significantly and tire you out making you less effective.
- Compare your progress with other students. They may be heading for failure too.
- Decide to work till 3.00am every night to get ahead of the game. Trying to work too hard will exhaust you and reduce your overall productivity. Isolating yourself can lead to anxiety and depression.

# Recipes for Success

The key to success is good self-organisation.

- Organise your time well, attend all lectures and tutorials and engage with the course.
- Be self critical - make a realistic appraisal of what you do and don't know.
- Prioritize work on subjects you find difficult, seek help from the lecturers if necessary.
- Aim to finish courseworks and labworks well in advance of the deadlines.
- Revise as you go, well in advance of exams
- Enjoy some leisure activities - work hard, play hard.
- *Carpe diem quam minimum credula postero.*

*(Horace 65-8 BC)*

# Department of Computing

## Disabilities Liaison Officer

Maria Valera Espina,  
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You should contact the Disabilities Liaison Officer if you would like to discuss:

- any disability issue confidentially
- any additional requirement due to a disability or health problem (e.g. extra time in exams)