

Welcome from your Director of Studies

I would like to take this opportunity to welcome you to Imperial College London and to the Department of Computing. Many congratulations on achieving the qualifications for admission.

We are extremely proud of all of our undergraduate degrees, which we consider to be among the best of their kind anywhere in the world. They provide you with a unique opportunity to meet and study under the guidance of a large number of internationally renowned experts who work in areas that span almost the whole of Computing.

As well as providing you with the important mathematical foundations of Computing, our degree programmes also provide you with extensive hands-on experience of building computer-based systems that work and that are fit for purpose. To facilitate this, the Department makes available a wide range of state-of-the-art software and hardware systems, all interconnected via a high-speed networking infrastructure. You will become accustomed to many of these facilities as part of your scheduled laboratory and coursework activities, but you are also free to use them in your spare time as well.

Our degree programmes are adapting constantly to reflect the rapidly changing state-of-the-art. We are also continually updating course content and structure, administrative infrastructure and electronic teaching and learning aids, in order to maintain the highest educational standards. As part of this process we attach great importance to the views of the students, so we encourage you to participate actively in our ongoing review of our programmes.

Over the next few weeks you will be invited to elect two members of your cohort as Year Representatives. They will sit on Staff-Student committees that meet twice in each of the Autumn and Spring terms and once in the Summer term. Also, as you progress through your degree programme, there will be a member of staff, your “Year Coordinator”, that is specifically responsible for your year group. You should talk to your Year Representatives, Year Coordinator, Personal Tutor, and also your individual Lecturers, about any adjustments to the structure, content, delivery, administration or assessment of your study programme, that you feel might enhance your own educational experience, or that of your successors – we all value constructive feedback.

If something is not working for you, please do not wait until it is too late, as many problems can be fixed quickly, provided we are made aware of them. Also, if you are really enjoying a particular course or assignment, or are particularly appreciative of the efforts of one or more individuals, do not be shy to speak up: it’s always nice to be told when things are going well.

The Department is also committed to improving the quality of the teaching and learning environment through a rolling programme of room refurbishment and upgrades to facilities. I hope that you will see many improvements during your time here and, again, we would value any ideas you may have to improve the physical environment in which you work and socialise.

As Director of Studies, it is my responsibility to oversee the day-to-day running of the courses and to ensure that everything is going smoothly. It is also my responsibility to propose future changes to our programmes and to the teaching and learning environment, in order to maximise the quality of the Department’s educational provision, as well as of the student experience. I am always on hand to discuss both technical and administrative aspects of our programmes, and I encourage you to raise any comments or suggestions you might have, either directly with me or through the contacts listed above.

It is extremely important that you check your email frequently. Failure to do so may mean that

you may miss important messages about your programme of study and/or calls for action. The Department's webpages also contain detailed information that will be useful to you throughout, including details of timetables, course content, assessment, deadlines, and regulations. A list of useful websites is given later in these notes.

Your Personal Tutor will provide you with some academic and technical support, but their main role is to provide pastoral support and guidance. If you are having academic or personal difficulties of any kind, please contact them as soon as possible. Any serious problems that are affecting your ability to study effectively will be referred to the Department's Senior Tutor and/or their Deputy. You can also contact the Senior Tutor directly at any time, if you'd rather not refer the matter to your Personal Tutor or are unable to contact them. If you have a registered disability, then this will be dealt with by the Department's Disability Officer (DDO). Whatever problems you may have, **remember that there is always someone who can help you**. Do not be afraid to come forward. You will find contact details for all the individuals mentioned here later in these notes and in your packs.

I hope that you will find Imperial College a lively and stimulating environment in which to study. Make the most of it! I wish you all the best while you are here and in the years ahead.

Dr Tony Field
Director of Studies (UG)
Email: ajf@imperial.ac.uk

Welcome to the Department of Computing at Imperial College London

Congratulations for gaining admission to the **Department of Computing**, in its **Computing** and **Joint Maths/Computing** degrees! This is a significant achievement and the result of your hard work in the recent past. There will be plenty more hard work ahead for you here, but it will prepare you to accomplish even greater achievements in your future lives.

We have put a great deal of effort into designing your degree course and in keeping it in step with new developments in the field. With sufficient effort and organisation on your part, you can spend a very fruitful and enjoyable time here, while gaining the **knowledge**, **skills** and **expertise** for your future careers.

We encourage your active participation in the decision-making and planning that affects the course and your well-being as a student here. To this end, we maintain a **Staff/Student Committee** as a formal forum in which to voice your views. Moreover, we will readily discuss with you individually any problems or constructive proposals that you may wish to raise about the course during this academic year. You have also been allocated a **Personal Tutor**, who will be happy to discuss problems of any kind – academic or personal.

The Teaching Operations Committee and the Faculty’s Teaching & Education Committees are constantly reviewing ways to ensure the highest standards of teaching at the College. An important factor is to determine student opinion about different teaching activities, and one method is student-response questionnaires for modules. This questionnaire is called **SOLE** (Student OnLine Evaluation) and is designed to provide feedback on specific aspects of the teaching of undergraduate modules, helping us pinpoint scope for improvement. These questionnaires are given to all students at the end of each term, and you are strongly encouraged to complete them in a constructive manner.

In moving from school to university, you need to adapt to a new environment and lifestyle. You need to learn to organise your time, so that you get as much as possible out of your studies – besides enjoying the excellent variety of social, cultural, sports and entertainment opportunities that London and the College provide. You will benefit from reading the Student Success¹ guide. Some students may occasionally have difficulties in this process of adapting. If you have problems at any time, remember that **there is always someone here who can help**, so please come and talk to us at any time.

We wish you a successful and happy stay with us!

Konstantinos Gkoutzis – First Year Coordinator

¹<https://www.imperial.ac.uk/students/success-guide/ug/>

General Information

Noticeboards on the Web

The *First Year Computing Noticeboard* can be found at
<http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/first-year/>

The *JMC Noticeboard* can be found at
<http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/jmc/>

On these pages you will find many useful links providing you with relevant, up-to-date, information. Most of the information in this document is there. You should access your noticeboard regularly so that you stay updated on key issues related to your course.

Dates of Terms 2018 - 2019

- Autumn Term: Saturday 29 September to Friday 14 December 2018
- Spring Term: Saturday 5 January to Friday 22 March 2019
- Summer Term: Saturday 27 April to Friday 28 June 2019

Classes

Classes are normally held between the hours of 09:00 and 18:00, except on Wednesdays when they finish by 13:00. Wednesday afternoons are left free to allow students to take part in sports. **You are expected to attend all classes.**

Absence and Illness

Absence of more than one day must be communicated immediately to the Senior Tutor, with an indication of the period likely to be involved. When absence on account of illness exceeds five days, a medical certificate is required. If part or the whole of an examination is missed on account of illness, a medical certificate must be sent immediately. Late submission of continuous assessment owing to illness may be done only with the permission of the Senior Tutor, who you should meet in person beforehand.

Contact Addresses

You must provide both your term-time and home addresses upon registration at the start of each academic year, as well as your personal mobile phone number.

It is essential that you immediately notify us about any subsequent change of address or mobile phone, to both the Registry and the Senior Tutor. Change-of-Address forms are available from the SAO (Room 370 Huxley Building).

The Department does not provide you with pigeon holes for paper mail, so all such mail should be directed to your term-time address or your permanent home address.

Electronic Mail

The Department relies heavily upon e-mail for announcements and official notices. You will be allocated an e-mail account and you must check it daily for messages. **Do not use private email addresses when communicating with College staff.**

ID Cards

For security purposes you will be issued with a personal ID card to gain entry to the Department and Halls of Residence. Your ID card gives you access to the Huxley Building and to the Computing Labs on level 2. You must use the card to gain access to the labs at any time, and to enter the Building before 08.00 or to leave after 17.30. You will also need your ID card to enter or exit at any time at weekends.

You must not allow anyone unknown to you to enter the Building without using their own ID card. Be aware that unauthorised persons may attempt to enter through a door you have just opened using your card. If your ID card is lost or stolen then you should report it immediately to Security (ext. 48906) on Level 1 of the Sherfield Building. Please look after your ID card – you will be charged £10 for a replacement!

Out-of-hours Access

Normal College hours are from 08:00 to 17:30, Monday to Friday. The times outside these hours are known as “out-of-hours” periods. You may work in some parts of the Huxley Building during certain out-of-hours periods. However, you must leave by midnight.

You must carry your ID card in order to be allowed out-of-hours access. Security or other members of staff will likely need to check your ID if you are present during out-of-hours times. To summarise, when using the Huxley Building out-of-hours, you *must*:

1. Carry your ID card at all times.
2. Show it to any Security Guard or other member of College staff upon request.
3. If you fail to present your ID card, you may be asked to leave the Building.

First Year Teaching

The First Year teaching programme is made up of lectures, standard tutorials, small-group tutorials and laboratory sessions.

Lectures

Most modules are taught at a rate of 1-3 lectures per week each. Their purpose is to convey core subject material. These will normally (but not necessarily) be 50 minutes in length, with a short break at the end.

Standard Tutorials

Each module may have associated standard tutorial sessions in which exercises are worked on in the presence of tutorial helpers. For these tutorials, the class may be split between different rooms, depending on the circumstances. The number of tutorials for a module will be about half the number of its lectures. There will be approximately 1 tutorial helper per 25 students. The tutorials typically involve un-assessed work, but are sometimes used for assessed mini-tests.

Small-Group Tutorials (PPTs, PMTs, MMTs/JMTs)

A small-group tutorial comprises about 8 students, a Tutor and an Undergraduate Teaching Assistant (UTA). The UTA will be a Third or Fourth year student who will assist the Tutor (academic staff) in marking your work and giving feedback during the sessions. The meetings are normally held in the Tutor's office or in a small meeting room. In most weeks of the Autumn and Spring Terms you will have two such tutorials (*but not in the Summer Term or in future years*):

- one with your **Personal Programming Tutor** (PPT).
- one with your **Personal Mathematics Tutor** (PMT).

Your PPT sessions will go through your Programming lab work assignments, which are also tested electronically. Your PMT sessions will go through the coursework assignments for some of the logic and reasoning modules. The UTAs return this marked work to you in the tutorials and discuss it with you, with a view to resolve any difficulties you are having. Feedback is quite rapid, helping both you and us to monitor your progress. Normally, one of your PPT or your PMT will also be your Personal Tutor (PT) throughout your degree programme.

There are also two other kinds of small-group tutorials: **MMTs** for Computing and **JMTs** for JMC students. These provide additional support for Mathematics and will be scheduled according to the Maths modules.

Assessment

Assessment in the First Year of the Computing degrees is by written examinations sat early in the Summer term, by continuous assessment of on-line Programming (a.k.a. Lexis) tests, courseworks, and by the “Computing Topics Project” and “Ethics in Computing” group projects.

Assessment in the First Year of the JMC degrees comes from a combination of Mathematics and Computing module examinations, courseworks, on-line Programming Lexis tests (for the Programming modules), and a group project in the Summer Term.

The continuous assessment in both degrees is an essential aspect of the course: it consolidates your understanding of taught material to equip you for the written examinations, and it has its own thresholds which you have to satisfy to pass the year as a whole. Treat it very seriously.

Coursework

Assessed coursework is set for all modules except those on Programming. For some modules, part of the assessed coursework component may be from tests, or from coursework completed during the tutorial sessions.

The logic and reasoning modules have weekly assignments that are assessed as part of the PMT sessions. This component does not count towards the “Part I Total” of First Year marks (see next page). However, it is **compulsory** to submit the work. Details of how you submit coursework are given on the First Year noticeboard.

In order to advance to the Second Year, it is a mandatory requirement to successfully pass the coursework of the First year.

Lab work

The laboratory programme provides integrated support to the Programming modules. Besides the lab work exercises relating to these modules, it includes tuition on the use of hardware and software resources. Lab work is based mostly upon the Haskell and Java components of the Programming modules and is submitted weekly using an electronic submission system. These weekly exercises do not count towards the Part I total, but you are still required to submit it; and it is very important in helping you to understand the related modules.

Programming

Programming is composed of the Haskell, Java and C modules. It is assessed by practical tests sat in the labs under examination conditions. Details of these are found on the First Year noticeboard.

In order to advance to the Second Year, it is a mandatory requirement to successfully pass Programming I.

Computing Topics Project

This module involves group working and self-directed learning. It takes place in the Spring term. You will work in a group of three or four students to put together some webpages on a topic of current interest in Computing & Maths. At the end of the module, each group will give a presentation summarising the material they have discovered.

Part I Mark Scheme

The mark scheme for the First Year **Computing** (Part I of the Degree) is as follows²:

<i>Component</i>	<i>Credit</i>
Eight Written Examinations	480
Coursework	100
Programming	230
Computing Topics Project	40
<i>Part I Total</i>	850

To pass the year you must obtain at least 40% in Programming, at least 40% in Coursework, at least 40% in each of the written examinations, and at least 40% overall.

For **JMC**, the mark scheme for the First Year (Part I of the Degree) is as follows³:

<i>Component</i>	<i>Credit percent</i>
Four Mathematics modules including coursework	50
Three Computing modules	18
Computing coursework	3
Computing Topics Project	2
Programming	27
<i>Total</i>	100

To pass the year you must achieve at least 40% in each of the Mathematics and Computing assessments, at least 40% in the Computing coursework, and at least 40% in Programming. Computing coursework to be made up from Computing courses with assessed courseworks and tests. Currently this comprises Architecture (47.5%), Logic (47.5%) and Ethics (5%). The programming assessment consists of C120.1 (32%), C120.2 (42%) and C120.3 (26%).

Student Administration Office

The Student Administration Office (SAO) is located in Room 370, on Level 3 of the Huxley Building.

²<http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/first-year/assessment/>

³<http://www.imperial.ac.uk/computing/current-students/jmc-info/jmc-first-year/>

The office is open 9:00 – 13:00 and 13:30 – 17:15 each weekday.

Every week during term time the SAO handles hundreds of items of work submitted by students from all years. It is *vitaly* important that you take every care to follow the proper submission procedure so that your work will not be mislaid and fail to be marked.

This means *all* coursework submitted via the SAO should have a “barcoded” cover sheet, which you can get from the CATE system (see below).

The “hard copy” noticeboards for all taught degrees are located on the wall opposite Room 370.

CATe

Submission of coursework is handled using the CATe (“Continuous Assessment Tracking Engine”) Web-based system. You can access this via <https://cate.doc.ic.ac.uk>. It contains a timetable with the deadlines of all the coursework and labwork that you are required to submit, along with copies of most of the exercise specifications and lecture notes for modules.

To submit work through CATe you need to do the following:

- Connect to the CATe system: <https://cate.doc.ic.ac.uk>.
- Choose the relevant timetable of exercises and click “View”.
- In the timetable, locate the particular exercise to be submitted; in the box for this exercise, click the yellow ‘H’ icon to get the online declaration form.
- Fill in the declaration.
 - If you are to submit all or part of the work electronically, upload your files using the input boxes.
 - If the submission is to be via hardcopy, you will see a link to a file called your “cover page”, which includes a barcode that is used to track your coursework. You must download and print this cover page before the deadline, sign and date it and submit it with your work *in a plastic pocket* at the SAO.

Never hand your submissions directly to lecturers or markers. Submissions are handled by CATe (digital) or SAO (hard-copy). All marked PPT/PMT courseworks will be returned to you at the PPT/PMT sessions.

Student Common Room

The Student Common Room for Computing and JMC students (Room 220) is your space for relaxing or working in. You may eat or drink in the Common Room, but please keep the room tidy and suitable for other students to use. In order to make this room a pleasant environment for all, **hot food should**

not be consumed in the Common Room. Please use one of the College's catering areas instead.

Lockers

There are lockers available on a first-come-first-serve basis on Level 2, Room 201. They are coin-operated.

Computing Facilities

The Computing Labs (Rooms 219, 202, 206 and 210) are, as much as possible, open for students to use. Individual lab rooms will sometimes be booked out for classes and occasionally closed for whole-class exams. (These exams are advertised well in advance).

Please note you must not eat or drink in the labs. Please use the Student Common Room (220) for this purpose.

Lab 210 is designated and signposted as a *Quiet Lab*. Please be respectful of others and use other labs or the Student Common Room if you need to talk.

CSG

The Computing Support Group can be found on Level 2 in Room 225. They have a helpdesk that runs during the week so you can drop by with technical problems, or you can email them at help@doc.ic.ac.uk.

Note that the CSG team does not provide help with solving lab exercises or coursework. You should seek help for these during the dedicated lab sessions / tutorials for the relevant module.

Teaching Fellows

The Teaching Fellows / Year Coordinators can be found in Huxley Room 228. If there are major / urgent issues that might affect a large section of the class, feel free to drop by and let us know.

Please do not come to Room 228 with individual problems regarding solving lab exercises or coursework. You should seek help with these during the dedicated lab sessions / tutorials.

Student Support

Personal Tutoring

Your Personal Tutor (PT) is assigned to you throughout the three or four years of your degree programme. The role of the PT is to provide pastoral care and

academic guidance – if needed. If some personal problem arises that might impact upon your academic progress here, you may consult with your Personal Tutor or the Senior Tutor. Even if the PT/ST cannot resolve the problem, they can point you to other staff who perhaps can resolve it. Do not endure problems in isolation – we are here to help you in every way that we can. Your PT will also be your primary source of references when you apply later on for positions in employment or on further modules.

What to do if you are having problems

Whatever the nature of the problem, take steps straight away to seek advice. There are significant resources available to you – take advantage of them in good time. They include:

- The First Year Student Representatives (*this could be you!*).
(doc-cs1-reps@imperial.ac.uk,
doc-jmc1-reps@imperial.ac.uk)
- The DoC Student Representative.
(doc-dep-rep@imperial.ac.uk)
- Your Personal Tutor.
- The Tutorial Helpers.
- The Course Lecturers.
- The First Year Coordinator
(Konstantinos Gkoutzis, kgk@ic.ac.uk, Room 228).
- The Senior Tutor (doc-senior-tutor@imperial.ac.uk).
- The Student Counselling Service.
- The Hall Wardens.
- The Health Centre.
- The Student Union.

You can also find valuable information on the College website (<http://www.imperial.ac.uk/computing/>) and on Student Space (<http://www.imperial.ac.uk/student-space/>).

Safety Information

The general safety policy of the Department is described here. Specific points concerning safety in the computer areas will be covered in the lectures associated with the laboratory. A note on the College safety policy will be distributed separately.

Fire Alarm Signals

The “General Alarm” signal is a continuous ringing of the fire alarm bells. This is a signal that the Huxley Building should be evacuated immediately.

Evacuation Procedure

Act quietly. Use the nearest available exit indicated by green Fire Exit signs. Do not use the lifts. On leaving the Building keep clear of the exits to avoid impeding the Fire Brigade. Report to the assembly point, which is outside bicycle park in Queen’s Gate. Do not re-enter the Building until you are told it is safe to do so.

If You Discover a Fire

Give the alarm immediately by breaking the glass in a corridor or room fire alarm. This will sound the alert signal. If you are unable to set off an alarm, ring **4444** (four digit emergency number). If you hear talking on the line, decide whether the same emergency is being reported; if not, interrupt with details of the emergency.

Try to extinguish the fire by using the nearest extinguisher or hose reel but do not take any personal risks. Shut all doors and, if possible, the windows of the room in which the fire is discovered. This will prevent draughts and reduce the risk of the fire spreading.

Telephone the Messenger/Security Guard (58907 or 4444) or go to the main entrance and give him/her the details. The Messenger/Security Guard will call the Fire Brigade to the Huxley Building.

Escape Routes from the Huxley Building

Escape routes are marked by green Fire Escape signs posted in the Building. These are not always at the bottom of the stairwells (for instance it is necessary to exit at Level 2 for the main stairs in Huxley). It is important that you are aware of the escape routes near the place you are working so check these whenever you move your workplace, before any emergency occurs. Remember NOT to use lifts in emergencies – the power may be cut off abruptly. In addition, short circuits can cause lifts to stop at the level of a fire.

Fire Wardens

There are Department of Computing Fire Wardens on Levels 2, 3, 4 and 5. When an “Alert” signal sounds, it is the duty of the Fire Warden to check their area, then action should be taken as described above. When the “General Alarm” sounds, it is the duty of the Fire Warden to ensure that the area for which they are responsible is vacated and that all persons in the area make

their way out of the Building by means of the nearest escape route. In Level 1 lecture theatres the lecturer has the responsibilities of the Fire Warden. If a Fire Warden instructs you to evacuate, you should follow their instructions quickly and quietly, even if there is no other warning.

Fire Drills

From time to time a fire drill will be organised. Please follow the standard procedures for evacuating the Building.

First Aid

In the event of an accident or sudden illness, call a First Aider. The location of the nearest First Aider is shown on green notices on each floor or contact the College general emergency number, 4444.

Bomb Warnings

In the event of a bomb warning, the evacuation signal may or may not be used. Security staff will have been alerted to ensure that sensible exit routes are used, and you should follow their instructions. You are advised to stay clear of the campus for at least one hour after the alarm. Any assembly point could itself be the location of the bomb.

Laboratories and Workshops

The College is a working environment – very different from school. Many laboratories and workshops contain dangerous and potentially lethal equipment, chemicals and organisms. Do not go into any laboratory or workshop without permission from the person in charge, nor wander unnecessarily around other working areas.

Reporting Defects

If any defects are noticed in the Building, e.g. lights not working, please report the defect to the SAO (Room 370).

Display Screen Equipment

An important issue for Computing students is the over-use of computer equipment, which can lead to various forms of strain. This can be very serious for your health. You can find more information about this on our website (<http://www.imperial.ac.uk/computing/staff/general-links/health-and-safety/>).

Behaviour

You are expected to treat others equitably, regardless of political opinions, race, gender, nationality, disability, age, religion and belief, sexual orientation, gender identity, social economic background and personal history, and you should work to promote a culture *free* of discrimination.

The College will **not** tolerate any discrimination, bullying, harassment or victimisation, and will deal with any such matters in accordance with the applicable policies.

Frequently Asked questions

“When can we go home”?

More precisely, when may you not be in attendance at the College? The short answer is that the conditions of study, which you agreed to when you accepted your place here, oblige you to be in attendance in normal hours during term time unless you are ill. If you wish to cease attendance before the end of a term owing to special circumstances then you should seek the permission of the Senior Tutor.

“Can we obtain solutions to past examination papers”?

It is Departmental policy not to supply exam solutions. Generally, questions on tutorial sheets are sufficiently representative, and for these you will have your answers marked and returned to you. You may also be given standard solutions to these, or even be invited to attend review lectures for some of your modules. Note that you can download past examination papers from the Departmental Examinations page, but bear in mind that modules undergo occasional change. Lecturers can advise you on how representative their past papers are of the modules they currently teach.

“Is copying work from other students allowed”?

Some assessed work may be specified to be undertaken in groups in which co-operative working is expected. Also, the Department recognises that you may benefit educationally by discussing assignments with other students. But, where you are to be assessed individually, you must not submit work that has been simply copied (‘plagiarised’) from someone else. **Plagiarism is taken very seriously** by the College and may result in expulsion and, moreover, reduced chances of obtaining a degree anywhere else. Whenever you submit continuous assessment work, you will be required to sign a **Declaration** concerning its originality. For further details see the First Year noticeboard. Whereas you will have had little experience in doing assessed work here, many of the staff will have been marking such work for many decades. The staff are far more astute

in spotting plagiarised work, however subtly disguised, than you might imagine. Be warned. **Don't do it!**

“What if my listening to lectures is disturbed by other students”?

Conversing during lectures or using laptops for non course-related activities is simply unacceptable and lecturers aware of it will not put up with it. If other students are causing you difficulty, inform the lecturer at the end of the lecture and if necessary also inform the First Year Coordinator.

“What if I don't understand the lectures at the time”?

There are bound to be times when you will not immediately understand fully what has just been said in a lecture. Do not be disheartened by this. In some ways it is arguably beneficial if the occasional lecture leaves you with questions and puzzles in your mind, provided that this motivates you to make time soon afterwards to review the lecture notes, read your textbooks, raise queries in tutorials or hold discussions with other students in the pursuit of understanding.

On the other hand, if you sense that, despite your best efforts and the availability of tutorials, you are falling behind in your understanding of a module, act quickly by requesting an appointment with the lecturer. Do not expect lecturers to hand out copious amounts of ready-made notes. The experience here may differ radically from what you had at school. Gaining a university degree requires taking a lot of personal responsibility for your own intellectual development. Get into the habit of making your notes in the lectures - whether or not there are handouts - and of reading through them or even writing them out more fully in your spare time. Make the effort to read the recommended texts, and take advantage of the bookshop and the library.

“What if I prefer not to do coursework or lab work but to save my energy for the examinations”?

You may well then find you are no longer here when those examinations begin! We continually review how well you are doing. If you are seen to be doing poorly or not submitting work during the year, you will be chased. In serious cases you can be put on a few weeks' probation, with conditions imposed by the College for attendance and submission. Be under no illusions: if you break those conditions you may be required to withdraw from the College at the end of the probation period. By the end of the academic year you must gain at least 40% in each of Coursework and Programming. This is not difficult to do, but those who do not manage it will fail and be compelled to withdraw from the course. There is no catching-up period allowed after the end of the academic year and there is no opportunity to redo work already submitted.

“My question is not listed here”

For all questions regarding your course, feel free to contact your First Year Coordinator: www.doc.ic.ac.uk/~kgk/about/

Advice on Learning at Imperial College

1. Focus on acquiring knowledge for life

Focus on achieving deep knowledge and understanding of Computing and its role. (*Think “Where can I learn more about this?”, rather than “Why should I learn about this if it is not on the exam?”*). Knowledge is not just to pass an exam.

2. Make the most of the university learning environment

You have joined a community of knowledge seekers and are no longer a pupil seeking instruction. Learn from everyone around you, e.g., academics, teaching fellows, visiting lecturers, post-docs, PhD students (GTAs), other students, and use all the resources available, e.g., library, books, e-books, journals, Internet sources, office hours, problem classes, discussion boards.

3. Take ownership of your learning

Learning requires resilience and determination. Develop your study skills and plan your learning. Learn by doing and increase your confidence: try and solve problems by yourself or with peers. Study independently and with peers. Attend lectures and tutorials and revise often. Engage actively in learning through coursework. Use appropriate channels to ask questions (*tutorials, office hours and discussion boards rather than email – cf. Student–Staff email etiquette*)

4. Respect and help your peers

All engineering is team work; including Computing. Be a team player in study groups and in coursework: An effective, successful, team is one that builds on the skills of all members and makes the most of each person’s contribution.

5. Balance your studies with other commitments

Studying is part of your life – not your life. Balance your studies with other commitments and interests and recognise others’ right to a personal life.

6. Use your judgement

A good engineer achieves the best possible solution in the available timeframe. Many projects are open-ended, which means the work is unlimited. Prioritise your project work to get to a reasonable solution without sacrificing lecture attendance and other commitments. Focus on delivering quality over quantity: Five pages of high quality original work surpass thirty pages of waffle.

7. Identify and communicate issues early

If something is wrong, talk to your lecturer and your reps. Inform staff of any concerns you have in a timely and constructive way, so that these can be addressed appropriately and quickly. This includes lectures, coursework, group issues etc. Do not wait for SOLE (*the survey at the end of each course*) to raise issues – we need your SOLE feedback, but any changes we make based on SOLE will mostly benefit students after you.

8. Aspire to professionalism in all that you do

Use email communications with care, be on time, be polite, be constructive in your feedback (*e.g. WebPA and SOLE*) – even when it is anonymous.

Working with Your Fellow Students

1. Be professional and co-operative towards your peers

It's not a competition! Even under pressure, support each other's learning (*e.g. study groups*). Share your answers to problem sheets and past exam questions - and the difficulties you may be having in answering them - with each other, by talking to your peers and using discussion boards.

2. Be honest and helpful when assessing peers

Treat them fairly and respectfully.

3. Differentiate between professional and personal life

Prioritise your workload, establish boundaries, and leave time to relax.

4. Acknowledge differences in personalities, abilities and cultures and deal with them effectively

Diversity is a strength, not a weakness.

5. Be a team player to get the best from everyone.

A strong team is built on honesty and trust.

Student–Staff Email Etiquette

What is email between staff and students for? When should it be used?

DO

- Do write emails in a **professional and respectful** manner, with a clear/specific subject line.
 - Dear Dr. Jones, ✓
 - Hello Indiana ✓
 - Hi, Indiana ✓
 - Yo, Indie! ✗
- Do ask questions on pastoral matters directly to your Personal Tutor, or use emails to set up meetings with your Personal Tutor if they are unavailable.
- Do use email to make appointments with lecturers.
- Do use email to discuss confidential matters.
- Do allow a few days for an answer to your email. If your email refers to a genuine emergency (*i.e. a sudden and unexpected situation requiring urgent action*), and you do not get an answer quickly, go to your lecturer's office or phone them.

DON'T

- Don't send emails asking for answers to problem/sheet/exam questions or for clarification on lectures – you can ask these questions at problem classes/tutorials and office hours. You can also ask your peers and share information with them on discussion boards like Piazza.
- Don't expect email responses outside normal working hours.
- Don't treat email as a means to have a conversation/chat.
- Don't send very long emails (*or short emails that require a very long answer*).
- Don't use your personal email account to contact staff members – always use your Imperial College student email.

On-line Tools Expectations

- 1) **Panopto** offers recordings of lectures which should be used as a revision/review tool. You will of course learn more through your active participation in the lectures than passive viewing.
- 2) The department makes a best effort with regards to recording lectures on **Panopto**, but:
 - a) the system does not always work
 - b) staff are not required to use it
 - c) for legal reasons, some content cannot be recorded on Panopto
- 3) For non-personal matters that arise during out of contact hours (*e.g. queries on coursework or lecture content*), the **Piazza** forums should almost always be a student's first port of call when seeking help or clarifications.
- 4) When posting on **Piazza**, be sure to check that your question has not already been asked by another user (*hint: use the Search feature*). Duplicate posts are likely to be removed by the course staff.
- 5) **Piazza** is a course support platform – it is *not* a social media site. Please keep this in mind when posting content and stick to a professional tone.
- 6) Posts on our **Piazza** courses can be made anonymous to other students, but are not anonymous to course staff members. This is to allow us to follow up issues in person and to also ensure that professional conduct is being followed at all times.
- 7) Students are highly encouraged to answer each other's **Piazza** posts in the student answer/comments sections. Our recommendation to course staff is that non-critical posts are not to be answered for 24 hours, in order to allow time for student discussion to take place first.
- 8) All your comments on the **WebPA** system, our student-to-student feedback platform, or any other feedback system used, are expected to be professional and fair.
- 9) Make sure that you do not submit your coursework on the **CATe** system at the last possible minute because even the slightest network delay could result in you missing the deadline.
- 10) **You must not abuse your Imperial College account and network access.** Using the Imperial College network or your student account for activities that are illegal or against the policies of the College, will have direct negative impact on your studies here. If in doubt of what is allowed, ask a course staff member or the CSG/ICT support teams.

The Lab – Dos & Don'ts

#01. **Do** log out before leaving the PC for > 15 minutes or you may be shut down.

#02. **Don't** use the labs when they are booked, unless authorised by the tutor.

#03. **Do** lock your PC before stepping away (e.g. to print); unless Rule #01.

#04. **Don't** consume food in any of the labs; use designated communal areas.

#05. **Do** sit at computer-free desks if you are only using your laptop.

#06. **Don't** leave any items behind, e.g. cables, clothes, bottles, rubbish, etc.

#07. **Do** place your bags safely out of the way, keeping exits and passages free.

#08. **Don't** bring with you cups/mugs or bottles without a lid/cap.

#09. **Do** respect the space of others, always aiming to keep noise to a minimum.

#10. **Don't** use the computers to play games when the labs are busy.