

Welcome to Imperial

Information and Overview
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Senior Tutor

Slides based on Prof Duncan Gillies
Updated October 2015

Role of Senior tutor

- As senior tutor:
 - Responsibility for the academic and pastoral care of undergraduate students in the department.
- Disability liaison officer (Dr Aldo Faisal -doc.ddo@imperial.ac.uk) :
 - Responsibility for arrangements for your exams if special need is required.
 - Liase between Disability Advisor Centre and Department for any student with a declare disability.

Pastoral care

- You **must** contact me in the following situations:
 - If you are ill:
 - Telephone or email me if you are sick more than two days.
 - Bring a medical note if you are absent over five days.
- If you have difficulties affecting your study, eg:
 - long term health problems, depression, financial difficulties, personal problems, accomodation,etc.
- If you are absent for more than two working days from college during term for any reason.
- You are contemplating leaving or transferring to another course.

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.

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.

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.

Late submissions

- Candidates **must** submit work before the deadline.
- If you have a valid mitigating circumstance and you will submit the completed work late, you **must**:
 - Submit what you have on time (in all exceptional cases).
 - Fill a mitigation form for late submission courseworks and email to me or your year coordinator.
- Mitigating circumstances must be independently corroborated and be of sufficient severity to have affected the candidate's ability to meet the deadline, for example, serious illness or family bereavement.