

Welcome to Imperial

Information and Overview

Dr Maria Valera-Espina

Senior Tutor

Pastoral Care in the Department

- **Senior Tutor** (Dr Maria Valera-Espina):
 - 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 you have special needs.
 - Liase between Disability Advisory Centre and Department for any student with a declared disability.
- **Personal Tutor** (either your PPT or your PMT)

Essential information

- <http://www.imperial.ac.uk/computing/>
 - Look under **Current Students** for all the information you need:
 - Noticeboards (one for each year)
 - CATE (Coursework hand-out and hand-in)
 - Timetable
 - Exams (Schedule and Past Papers)

Contacting the Senior Tutor

You **must** contact me (by telephone or email) if

- you are absent for more than two working days from college during term for any reason (including being ill).
Bring a medical note if you are absent over five days.
- you have difficulties affecting your study, eg:
 - long term health problems, depression, financial difficulties, personal problems, accomodation, *etc.*
- 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 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.

Lab and Coursework: 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**:
 - Tell us in advance
 - 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 close family bereavement.

Personal Tutor

- You should meet with your personal tutor twice a term. You can use the meeting to discuss:
 - aspects of the course.
 - any problem you are having.
 - any complaints you want to raise.
 - 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.

Common misconceptions

- **A-levels are harder than university work.**
University work will become progressively more conceptually difficult and technically demanding throughout the course. Do not 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 and labs**
Attending tutorial and lab sessions are one of the most efficient ways of learning. The exercises will focus your attention on the things you do not understand, and tutors/helpers 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 is not 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.

Tips for success

- The key to success is good self-organisation and balance.
 - 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.

And now?

- 15:00 – Security, safety and fire lecture
room 308
- 16:00 - Meet your Person Tutor
their office
- 17:00 - Meet the Student Union President
room 308
- Tuesday – Union Fair
- ***Wednesday: 9:00 – Programming I
room 308***