Dear Students,

Congratulations for being admitted to the course!

It gives me great pleasure to welcome you to Imperial College and the MSc in Environmental Technology.

You are now a member of the Imperial College Environmental Technology family, a vibrant network with great history and strong presence in environmental and related sectors across the world.

Through the course you should acquire a diverse range of discipline-specific problem-solving skills for tackling contemporary environmental issues and become a professional in this field.

Our MSc combines the natural and social sciences in a truly interdisciplinary manner, providing a foundation for graduates to demonstrate their ability to identify and resolve environmental and sustainability issues in a holistic way. This broad training is followed by an in-depth education in many specialised areas, maintaining the course's interdisciplinary nature. The specialist options in the second term are designed to cater for a variety of individual interests and career requirements. A major emphasis is on the way that environments function and on the compatible tools, alternative technologies and policies for sustainable environmental management.

But this course is not about teaching but learning. We will help you to realise what you know so that you deliver what is required, rather than teaching you what is required without making you able to deliver what is needed.

Your journey for the next 12 months starts now and we are here to support you. We learn with you, you learn from each other, and you learn how to learn, so that you continue to improve. We aim to help you achieve excellence, but excellence that is useful and has the potential to deliver real benefits to your careers and the Environment.

You should enjoy the journey and make the most of it…

Regards,

Nick

Dr Nick Voulvoulis
MSc Course Director
## Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Information</td>
</tr>
<tr>
<td>2</td>
<td>Course key staff and contact details</td>
</tr>
<tr>
<td>3</td>
<td>Examination Dates &amp; Course Work Assessment Deadlines— Important Dates</td>
</tr>
<tr>
<td>4</td>
<td>Core Course</td>
</tr>
<tr>
<td>5</td>
<td>Option Term</td>
</tr>
<tr>
<td>6</td>
<td>Research Project</td>
</tr>
<tr>
<td>7</td>
<td>Student Support: Personal Tutorials and Welfare, Reporting Disabilities, Careers’ Sessions</td>
</tr>
<tr>
<td>8</td>
<td>Feedback and Questionnaires</td>
</tr>
<tr>
<td>9</td>
<td>Policy Seminars</td>
</tr>
<tr>
<td>10</td>
<td>Prizes</td>
</tr>
<tr>
<td>11</td>
<td>Course Regulations</td>
</tr>
<tr>
<td>12</td>
<td>Guidelines for Referencing</td>
</tr>
<tr>
<td>13</td>
<td>Information and Ground Rules</td>
</tr>
<tr>
<td>14</td>
<td>Library Facilities at Imperial</td>
</tr>
<tr>
<td>15</td>
<td>Additional Links &amp; Information</td>
</tr>
<tr>
<td>16</td>
<td>South Kensington Campus Map</td>
</tr>
</tbody>
</table>
1. General Information

The Centre for Environmental Policy

The Centre for Environmental Policy, which is the Department that hosts the MSc in Environmental Technology, was created on 1 August 2005 out of the former Department of Environmental Science and Technology (DEST) and the Department of Agricultural Sciences (DAS), both formerly in the T.H. Huxley School of Environment, Earth Sciences and Engineering. Prior to that, DEST’s predecessor was Imperial College Centre for Environmental Technology (ICCET), established in 1977. It remains a highly interdisciplinary organisation, though some of the natural science staff are now based in other divisions, but contribute heavily to teaching and collaborative research. The Centre provides the focus for College research and teaching in the field of environmental policy.

The Centre is a unique interface between science and technology, and economics and policy. Scientists, economists and social and policy experts work towards gathering the scientific evidence necessary to develop or implement new environmental policies, or, alternatively, support policies already in place.

While part of the Faculty of Natural Sciences, the Centre is also seen as a College-wide interdisciplinary centre with a specific remit to interact with other departments and faculties throughout the College. The MSc Environmental Technology continues to be its core teaching product (and by October 2010 produced c. 3000 graduates since 1977).

The Centre’s MSc activities are based primarily on the South Kensington Campus.

The MSc course is under the overall direction of Dr Nick Voulvoulis.
The MSc in Environmental Technology

The MSc in Environmental Technology has an outstanding international reputation. It has for a number of years set market and educational standards in taught postgraduate environmental provision, and has been the envy of many institutions. Compared to many taught masters courses, this MSc is unusual if not unique: it has an extremely large annual cohort and a fairly rigid course structure, which aims however to facilitate the course’s mission and objectives and maximise the delivery of its learning outcomes. The learning methods used for such delivery have been designed on this structure, and although sometimes not obvious to realise during the process, they are really appreciated after graduation with the application of knowledge and understanding, application of critical power, skills and other attributes acquired as learning outcomes.

While the course forms the centre piece of departmental activity, the department also has a distinctive research profile. With no undergraduate provision, the linkage between MSc teaching and research is thus very important to the department, and the ways in which research informs teaching is evident and manifest in departmental educational objectives.

The MSc programme shares the following important features:

- most tuition has an holistic, multidisciplinary and interdisciplinary approach;
- the integration of fieldwork, experimental and theoretical investigations underpins much of the learning experience even in some of the more policy based options;
- quantitative and qualitative approaches to acquiring and interpreting data;
- examination of the exploration for, and exploitation of, physical and biological resources and social and economic barriers and opportunities
- examination of the implications of sustainability and sustainable development.

The Natural Sciences Options (Pollution, Water and EAA) and Ecological Management, to some extent broadly concerned with environmental sciences, typically involve in their programme:

- a systems approach to understanding the present and past interactions between the processes and the perturbations of these systems by human influences
- the scientific study of physical, chemical, biological and anthropogenic processes that affect environmental quality
- modelling environmental processes and systems
- problem-solving related to environmental phenomena
- the monitoring and management of natural and human-induced environmental changes
- scientific examination of the implications of sustainability and sustainable development.

The more policy related Options: Business & Environment, Energy Policy, Environmental Economics & Policy and Global Environmental Change & Policy are similarly to some extent broadly concerned with environmental studies, though also interact with industry and government. These focus more on the sociological, political, environmental and economic implications of human interactions with the environment, the relationship between the environment, human health, human culture
and attitudes and a foundation of scientific understanding of natural and human-induced environmental processes appropriate to the programme’s aims.

**Teaching methods** aim to force students to use scientific information to inform decision-making processes and environmental management, in addition to examination of the concepts and applications of sustainability and sustainable development. Applications of their subject area might include: environmental decision making; environmental auditing; environmental impact assessment and planning; legislative aspects of environmental protection and environmental education.

The diagram below summarises the relationships between the various course components.

For further information see:

http://www3.imperial.ac.uk/environmentalpolicy/teaching/msc/aims_objectives_outcomes
Location and orientation

Princes Gardens 13, 14 and 15 are the focal point of the MSc in Environmental Technology.

You will each be assigned to a personal tutor who you will meet initially with your tutorial group in Week 1 and individually later in the first week of term. After this, you will meet your tutor towards the middle of term to review progress, and at the end of term to discuss exam preparation. Your tutor will arrange these individual meetings personally.

Three 1.5 hour sessions are blocked out for small group seminar meetings from weeks 2 to 5. Only 3 x 1.5 hours of this time over that period will be taken up with the actual seminars and the rest of the time is for your preparation and private study. Similarly, parallel sessions are blocked out for Statistics Lectures and Practicals, and some other Ecology and Risk practical sign-up sessions, though again most of the time will be for private study.

The Core Course Lectures will be held around South Kensington campus, in Sir Alexander Fleming Building (SAFG16, G34), Sherfield Building (Read and Pippard), Mechanical Engineering (220, 342 and 542), Electrical Engineering (408). The location of all classes is stated in the timetable. You should familiarise yourself with the locations of these lecture theatres and it is your responsibility to arrive promptly for lectures. Other courses usually precede and/or follow our lecture sessions so you will have to leave promptly at the end of each session. If you are late arriving you may be excluded to avoid disruption to others, and you may find it difficult to find an accessible seat.

Any matters relating to changes in the MSc Core Course Timetable will be emailed to you and will be notified via Blackboard announcements (see below). Changes will also be displayed on noticeboards when there is sufficient notice, but you should check your emails and Blackboard daily for any updates (e.g. if a lecturer is ill and has to cancel or postpone).

CEP Postgraduate Common Room

You will also be granted swipe card access to the Common Room. It must at all times be left clean and tidy (otherwise swipe access will be removed). Drinks after the policy seminars on Thursday evenings will also be provided here.

It is important that you check your email at least daily throughout the first term.

Blackboard

Blackboard is the Virtual Learning Environment used by the MSc and is where you will find all timetable information, lecture materials (slides, handouts etc), discussion groups, sign-up sheets for seminars and practicals, assessment submission etc. You will be enrolled into Blackboard as soon as possible after you have formally registered, so it is imperative that you register as quickly as possible so you have access to Blackboard (normally it will happen within 24 hours of you registering).

You need your normal College login details and you should login to Blackboard CE 6 at http://learn.imperial.ac.uk
Your first task having logged in to Blackboard should be to complete the Next of Kin details and Student Record questionnaires in the Student Forms folder (see below). You should do this by the end of the FIRST WEEK of the autumn term.

You will be given further guidance on Blackboard in the Core Course introductory session on Tuesday 2\textsuperscript{nd} October.
2. Course key staff and contact details

Core Course

**ECOLOGY**

- Dr. Tilly Collins
  - Tel: 42535
t.collins@imperial.ac.uk

**ENVIRONMENTAL POLLUTION & CONTROL**

- Dr. Nick Voulvoulis
  - Tel: 47459
  - n.voulvoulis@imperial.ac.uk

**ENVIRONMENTAL POLICY & MANAGEMENT**

- Dr. Clive Potter
  - Tel: 49314
  - c.potter@imperial.ac.uk

**ENVIRONMENTAL ECONOMICS**

- Dr. Ioannis Kountouris
  - Tel: 49337
  - i.kountouris@imperial.ac.uk

**RISK ASSESSMENT**

- Prof. John Mumford
  - Tel: 42506
  - j.mumford@imperial.ac.uk

**ENVIRONMENTAL LAW**

- Dr. Zen Makuch
  - Tel: 49308
  - z.makuch@imperial.ac.uk

**RESEARCH METHODS & STATS**

- Dr. Tilly Collins
  - Tel: 42535
  - t.collins@imperial.ac.uk

Options and Convenors

- **Environmental Analysis & Assessment**
  - Prof. Jan Gronow
    - Tel: 45528
    - j.gronow@imperial.ac.uk
  - Dr. Martin Head
    - Tel: 49317
    - m.head@imperial.ac.uk

- **Ecological Management**
  - Dr. Jeremy Woods
    - Tel: 49328
    - jeremy.woods@imperial.ac.uk

- **Global Environmental Change & Policy**
  - Mr. Zen Makuch
    - Tel: 49308
    - z.makuch@imperial.ac.uk

- **Pollution Management**
  - Prof. Nigel Bell
    - Tel: 49288
    - n.bell@imperial.ac.uk

- **Environmental Economics & Policy**
  - Dr. Ioannis Kountouris
    - Tel: 49337
    - i.kountouris@imperial.ac.uk
  - Dr. Clive Potter
    - Tel: 49314
    - c.potter@imperial.ac.uk

- **Business & the Environment**
  - Dr. Mike Tennant
    - Tel: 47708
    - m.tennant@imperial.ac.uk

- **Energy Policy**
  - Dr. Rob Gross
    - Tel: 49324
    - robert.gross@imperial.ac.uk
  - Dr. Tim Cockernill
    - Tel: 49328
    - t.cockernill@imperial.ac.uk

Contact details for all other lecturers can be found at the College Directory: [http://www.imperial.ac.uk/collegedirectory](http://www.imperial.ac.uk/collegedirectory)

For external lecturers please contact the relevant module or option convenors.
3. Examination Dates & Course Work Assessment

Deadlines – Important Dates

**Core Course:** Monday 1 October to Friday 14 December 2012

**Option Term:** Monday 7 January to Friday 22 March 2013

**Project Term:** Monday 29 April to Friday 27 September 2013

**Core Course Exams**

Thursday 13 December Core Course Exam Paper I

Friday 14 December Core Course Exam Paper II

**Core Course Course-Work Deadlines**

Wednesday 7th November – Week 6 Seminar Assignment

Thursday 29th November – Week 9 Statistics Assessment on Blackboard

Thursday 6th December – Week 10 Risk Assessment on Blackboard

**Law Course Assessment**

Monday 19 November

**Option Exam**

Between Monday 25th and Fri 29th March 2013 (to be confirmed)

**Other Important dates**

**Summer 2013**

Project Review Day Friday 3rd May 2013

Project Proposal Hand in Thursday 9th May 2013

**Autumn 2013**

Project Hand in Day Wednesday 11th September 2013

Project Executive Summary submission Friday 27th September 2013

Students are generally not expected to come into the Department during this time:

14 December 2012 to 5 January 2013 inclusive
Option Field Trips

Option Field Trips will generally take place at the end of the Spring Term, between the end of teaching and the Option examinations.

Projects

You will start your Specialist Project after the Option Exam. The Project Review Day which will take place on Friday 4 May follows a Research Methods course and one week later you submit the Project Proposal on Thursday 10 May. A more detailed booklet giving Project Guidelines will be distributed towards the beginning of the Spring Term.

Notes about Core Course Timetable

We try to stick as closely as possible to the arrangements and lecture times as set out in the Core Course timetable. However, it is occasionally necessary to move lectures owing to the illness of a lecturer or other unforeseen circumstances. You should not therefore rely on slots which are currently free in the timetable as necessarily remaining free. Notice of any changes in the timetable will be emailed to you and posted on Blackboard.

Please note that all dates are subject to change and you should check your email regularly to make sure that you are up to date with any changes before booking air tickets etc.

Exams

The Core Course Exams will be held on Thursday 15 and Friday 16 December. These are two 3-hour exams. The Option exam is scheduled for any time during 18 – 22 March, and is to be confirmed. The exam may last for 3 to 4 hours depending on your option.

Instructions for exam procedures are emailed to you and placed on Blackboard prior to exams, and you should check the regulations regarding the use of calculators, dictionaries and so on, in good time.

In the event of illness or exceptional circumstances, such as bereavement, repeat examinations (where needed) will be scheduled for the week before the summer term (Core Course exams) and the last week of August (Option exams).

It is necessary to pass each set of assessments. Failure in either the Core Course or Option term may mean that you are not able to complete the course.
4. **Core Course**

**The Core Course**

The Core Course is arranged on a modular basis to present a progressively more complex and in-depth understanding of the natural and human environment and their interaction. The Core Course is highly interdisciplinary, providing an essential breadth of understanding across environmental technology and policy issues, as well as a precursor to the specialist options in the second term. The course comprises six core modules (each of 20-25 hours).

**Core modules:**

- Introduction to Ecology
- Environmental Pollution and Control
- Environmental Policy and Management
- Environmental Law
- Environmental Economics
- Research Methods
- Risk Assessment
- Small-group seminars

In addition there are small-group seminars, a risk practical and weekly environmental policy seminars.

The times and locations of the Core Course lectures will be made available on Blackboard. Most will take place in the following places:

- Lecture Theatre G16, Sir Alexander Fleming Building
- Clore lecture Theatre, Ground floor, Huxley Building
- Lecture Theatre 220 Mechanical Engineering
- Lecture Theatre G34, Sir Alexander Fleming Building
- Reed Lecture Theatre, Level 5 Sherfield Building
- Pippard Lecture Theatre, Level 5 Sherfield Building

The Core Course emphasises contemporary policy debates through a number of cross-cutting themes:
MSc Environmental Technology Core Course Structure

Autumn Term

Week 1
Research Methods and Statistics

Week 2
Environmental Economics

Week 3
Ecology

Week 4
Environmental Pollution and Control

Week 5
Environmental Policy and Management

Week 6
Environmental Law

Week 7
Risk Assessment Practical

Week 8
Small Group Seminars

Week 9
Policy Seminars

Week 10

Cross-cutting themes

Biodiversity
Sustainability & health
Climate change & energy
International development

Research Methods and Statistics
Environmental Economics
Ecology
Environmental Pollution and Control
Environmental Policy and Management
Environmental Law
Risk Assessment Practical
Small Group Seminars
Policy Seminars

Climate change & energy
International development
Sustainability & health
Biodiversity
5. Option Term

The Core Course broad training is followed by an in-depth education in many specialised areas, whilst maintaining the course’s interdisciplinary nature. The specialist options in the second term are designed to cater for a variety of individual interests and career requirements. A strong case study approach is employed with emphasis on working in teams, decision-making, strong analytical skills and report preparation. The eight specialist options currently offered on the course include:

- Business and environment (B&E)
- Ecological management (EM)
- Energy policy (EP)
- Environmental analysis and assessment (EA&A)
- Environmental economics and policy (EE&P)
- Global environmental change and policy (GECP)
- Pollution management (PM)
- Water management (WM)
- Health and the Global Environment (HGE)

Specialisms are further developed in the final five months of the course, during which an in-depth individual research project is conducted. Projects vary widely in their nature, including desk, field and laboratory.
6. Research Projects

General

The individual research project is undertaken between April and September, and students are expected to submit a thesis of maximum 20,000 words (approximately 80 pages). During the option term, the students are encouraged to develop their own ideas for the projects, supplemented by suggestions from CEP staff and members, and external organisations. Projects may be desk, field or laboratory based, or any combination of these. Practically based projects with outside organisations are encouraged, but emphasis is placed on academic rigour and the wider implications of the results generated, and supervision is always provided by one or more College staff. The projects are arguably the most important part of the MSc. Course, as they provide the opportunity for the students to demonstrate their ability to utilise the education received in the first two terms, on an individual basis, for the production of a rigorous piece of environmental research. The ultimate aim of the projects is to produce graduates with practical experience of value to their future careers, with the ability to address individual environmental problems with confidence.

Procedure

At the beginning of the option term, students are expected to have some general ideas of the subject areas and type of projects they wish to develop. These are discussed with their tutor, the Option Convenor and/or other staff members as appropriate, so that they can then be developed further. Ideas for overseas projects must be established at an early stage, as these require a longer timescale to develop. By the end of January, having been introduced to a number of specific subject areas, students are expected to have revised their ideas down to a single or small number of possibilities, which can then be developed in detail and where target UK organisations can be approached if external collaboration is relevant. Overseas projects require earlier contact. By the end of February, most projects should be agreed in principle, including the agreement by all parties concerned of a short (1-2 page) proposal written by the student. The proposal should summarise project objectives, methodology, scope, information sources, and must contain a project plan, as students will be required to aspire to the best standards expected by a consultancy. In particular, the plan must identify key tasks and contain key milestones.

During the project, students are required to make contact with their supervisors and report progress on a regular basis. While the detailed plan will vary from project to project, by the beginning of August, students should be concluding their projects, and have commenced writing. Written work must be seen by the supervisor by the middle of August and the students will be tested on their academic rigour, giving them a greater opportunity to practice analysis and synthesis.

PERSONAL TUTORIALS AND WELFARE

All students are allocated to a Personal tutor. Personal tutorials are intended to provide pastoral support to students, rather than having a specific educational role. Your personal tutor will be available to you throughout the academic year of the MSc course. All being well you will have little cause to see your personal tutor, other than for scheduled meetings. However, they are there if you have particular personal or family problems or, for example, find yourself in financial difficulty. Your tutor can also refer you to the other services within College who can help you.

You will meet with your personal tutor, and with the rest of your tutorial group, on the first day of term. At this time, individual meetings will be arranged for later in the week. Tutorial groups are drawn from across the Options, providing an opportunity to meet colleagues with a range of interests and backgrounds.

You will meet with your personal tutor at least three times during the Core Course (including your first week individual meeting). The personal tutor then is also a first point of contact if you have specific problems or worries. The Senior Tutor, Dr Tim Cockerill, is an alternative point of contact and can help you and/or your personal tutor with difficult problems or those that require referral elsewhere in College. Dr Tilly Collins is the tutor for women.

Personal tutor groups will be announced during the Senior Tutor’s talk on the first day of term and will also be available on Blackboard. Most tutors have two groups of tutees and you need to be clear which personal tutor group is yours.

Option Group Meetings

There will be three Option Group meetings during the Core Course term. The first is on the first day where you will be introduced to the Option and your Option Convenors. Two further meetings will be held in the middle and towards the end of the term to provide a link between the Core Course and your specialist Option. These will be arranged by your Option Convenors.

College Welfare Service

If you would like to talk confidentially about any personal issue, e.g. study difficulties, loneliness, anxiety, depression, relationship issues, bereavement, or sexuality, you can contact the Student Counselling Service, which offers free and confidential short-term counselling to registered students.

There are male and female counsellors. This service is available by appointment at South Kensington Campus. One of the counsellors also visits Silwood Park Campus.
regularly. They can be contacted on +44 (0)20 7594 9637 (internal extension 49637) or email counselling@imperial.ac.uk.

Nightline is a London-based telephone helpline run by student volunteers, and is supported by Imperial and Imperial College Union. It offers a confidential listening and information service. Contact listening@nightline.org.uk or call +44 (0)20 7631 0101.

**Union Advisor**

Imperial College Union employs a full time Student Advisor, Nigel Cooke – (020) 7594 8067, Ext 48067 (advice@imperial.ac.uk), to assist with questions and problems of a practical or legal nature. Subjects commonly raised include Housing rights, Immigration, Consumer problems, Debt and Fundraising but information is available on a vast range of subjects. He is based in the East wing of Beit Quad in The Information & Advice Centre. Nigel has had professional training in all areas of advice that we cover and can help with a multitude of issues, he also has close links with welfare agencies within the college and outside.

You can contact him by phone, email or pop by his office at any time.

**Chaplaincy**

There are many groups on campus for people of faith, which range from student societies registered with the Students’ Union to more informal staff-led gatherings.

If you are involved in leading a faith group on campus that is not mentioned here, the Chaplaincy suggests that you get in touch so that they can include details of it. Its members are also able to offer you support, and can help with room bookings, finding speakers, putting you in touch with other faith groups on campus. Its members are also available to talk over new ideas you have or problems you may be facing and give support if required to organise a faith activity.

The Chaplaincy Centre is a place of hospitality, support, dialogue and reflection. It offers opportunities to explore experiences of faith and belief, and space to ask questions about identity and meaning and to engage with contemporary issues. The Chaplains on campus come from different Christian traditions and work with Muslim and Jewish Chaplains in London. Inspired by their own faith, they work respectfully with people with beliefs different from their own.

The Chaplaincy Centre is in the East Basement of Beit Quad - on the right if you enter the Quad from Prince Consort Road. It is usually open from 10.00am to 5.00pm Mon-Thurs and until 4.00pm Fridays. The Chaplains are often available outside of these core times. You are welcome to drop by without an appointment. However because of other meetings and visits around the Campus please feel free to e-mail chaplaincy@imperial.ac.uk or ring 020 759 49600 to arrange a time to meet.
Academic Registrar

The Academic Registrar, Mr Nigel Wheatley, is available in his office, Room 339 Sherfield Building, on Mondays during term time from 13.30 to 14.00 hrs to see, without prior appointment, students who wish to discuss any matters other than those they would normally raise with their own departments or those of a routine nature which can be settled in the Registry.

Health Centre

Once they are registered with the College Health Centre all students may use the services available at the Health Centre which is located at 40 Prince’s Gardens. The Health Centre has a resident staff of doctors and nurses, and is open Monday to Friday between 08.00 and 17.00 hrs outside term time and 08.00 and 18.00 hrs during term time. It is always shut on Tuesday afternoons from 13.00 and this includes the phones. The Nurses’ Open Clinic is from 09.00 to 11.00 hrs Monday to Friday. The Doctors’ Open Clinic is from 08.30 to 10.00 hrs each morning and 15.00 to 16.00 hrs (excluding Tuesday afternoons), otherwise you should ring and make an appointment to visit (Ext 49375 or 49376). Please be aware that the morning open clinic is for emergencies only that cannot wait for a booked appointment or the afternoon open clinic.

Every student is advised to register with a doctor in the area where he or she lives in London - if this is close to College (please see http://www.imperialcollegehealthcentre.co.uk/regareas.php to check your postcode) you are generally able to register with the College Health Service Doctors.

For further details of these and other health and welfare facilities please refer to the Imperial College’s Freshers’ Handbook or the following web site address: http://www.ad.ic.ac.uk/healthcentre/.

Health & Safety

The Faculty Safety Manager for the Centre for Environmental Policy is Jan de Abela Borg (j.deabela-borg@imperial.ac.uk)

For information on health and safety issues, please see the CEP Health & Safety web site: http://www3.imperial.ac.uk/environmentalpolicy/healthandsafety

Information on this page relates to risk assessments for offsite work, safety training and induction, display screen equipment assessments, out of hours access and much more.

Please don’t forget to switch off computers and lights at the end of the day and keep fire doors shut at all times. We all need to be responsible. We have had floods and fire in the Centre in the past. Whilst in laboratories you are responsible to the supervisor of that laboratory. Obey the rules. Be sensible and think of others.

Please study the rules laid down in the Freshers’ Handbook.
REPORTING DISABILITIES

Information for Students with disabilities, specific learning difficulties or long-term health issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger’s)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease)
- Physical disabilities or mobility impairments
- Visual difficulties

Where to find help:

1. Your Disability Liaison Officer (Senior Tutor, Dr Tim Cockerill)
   The Senior Tutor is your point of contact within your department and is there to help you with arranging any support within the department that you need. Dr Cockerill is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations. Please see the below section on CEP disclosure procedures.

2. Disability Advisory Service: http://www3.imperial.ac.uk/disabilityadvisoryservice
   - Email: disabilities@imperial.ac.uk
   - Tel: +44 (0) 20 7594 9755

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.
Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

3. **Disabled Students Allowance:**
   
   [http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport](http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport)

   Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.

**SPECIAL EXAM ARRANGEMENTS & CEP DISCLOSURE PROCEDURE**

If you wish to apply for special examination arrangements, or disclose any particular circumstance, please first discuss your situation informally with your tutor. If you need detailed advice, please also make an appointment to see the College Disabilities Officer. You may of course discuss your situation directly with the Senior Tutor if you prefer.

The CEP disclosure procedure is co-ordinated by the Senior Tutor, Dr Tim Cockerill. Once you have discussed your circumstance with your tutor please make an appointment with the Senior Tutor. If you are applying for special examination arrangements, please bring the information required to complete the relevant documentation available at:

[http://www3.imperial.ac.uk/registry/exams/specialexamarrangements](http://www3.imperial.ac.uk/registry/exams/specialexamarrangements)

*Please ensure that you progress your disclosure as quickly as possible on arrival at College. All special arrangements must be approved by a College Panel. This can take up to six weeks from the date an application is submitted.*
TYPICAL ALLOWANCES IN EXAMINATIONS

This section is intended to provide a general indication of the more common allowances. The nature of any allowance is decided by the Special Examination Arrangements Panel on a case by case basis.

- **Dyslexia:** A small amount of additional time during an examination.
- **Impaired writing ability:** Additional time during an examination, typically at a rate of 10-20 extra minutes per hour.
- **Inability to write:** Use of an amanuensis or technological aid, as is most appropriate both to the candidate and to the examination s/he is taking.
- **Visual impairment:** Registered-blind candidates are automatically allowed an extra half hour per paper. There is no automatic time allowance for partially sighted candidates but great attention shall be paid to the medical recommendation. Most candidates type their answers or use an amanuensis.
- **Note that the following are not usually acceptable to the Panel:** Requests for allowances for habitually illegible handwriting, unless this arises from a specific disability; Requests for rest periods during examinations.

FURTHER INFORMATION ON DYSLEXIA

Dyslexia is a common specific learning difficulty, that is often supported by an additional allowance of time in examinations. Many students will be familiar with procedures for requesting extra time at other universities. The system at Imperial College is very similar to that elsewhere but please note the following:

- All requests must be supported by Psychological Assessment Report made by a qualified educational psychologist
- The Psychological Assessment Report must have been conducted after the applicant was sixteen years of age, and be no more than ten years old.

If you suspect you may be dyslexic, or need to arrange for a Psychological Assessment Report, please contact the Disability Advisory Service as soon as possible.
CAREERS

Graduates of the MSc in Environmental Technology are excellently placed to gain employment in a wide range of organizations dealing with natural resources, conservation and international development. Over 80% of graduates gain employment in the environmental field within months of graduating. Employment is diverse with consulting companies, government, and non-governmental organizations attracting similar shares of graduates.

In order to support you with the process of preparing for job applications and career prospects, you will be offered to attend an individual session with Professor Nigel Bell, Director of Alumni and Careers, which will be timetabled on Blackboard after the course starts.

The College Careers Advisory Service is located on Level 5 of the Sherfield Building. It has a Careers Library and five Careers Advisers who are available by appointment to talk to you about career possibilities. To make an appointment, you can visit the Careers Service or call Ext 48024, weekdays between 10.00 and 17.15 hrs. During the Autumn term there will be drop in sessions everyday between 13.00 and 14.00 hrs.

The Careers Service also organises careers talks and workshops throughout the Autumn and Spring Terms both on general topics, such as interviewing techniques and filling out application forms, and specific aspects, such as careers in particular industries. Details are available in “Career Choice: Your Final Year”, a copy of which will be sent to you at the beginning of term.

Every year companies visit Imperial College to interview prospective employees - this is called the Milkround. Details are available in “Career Choice”. Also listed are companies which are giving recruitment presentations both at the College and on their own premises. These presentations begin early in the Autumn Term. It is worth checking through the listings to see if there are any companies to which you may be interested in applying - many more companies are now moving into the environmental area and might want a Milkround application. For the presentation programme and other information visit the Careers Service Website at: http://www.ad.ic.ac.uk/registry/careers/
8. Feedback and Questionnaires

Student feedback and evaluation of provision is an essential part of the quality assurance process for the MSc in Environmental Technology.

This relates to both students receiving feedback and also the need for reflection with students giving feedback.

Feedback to Students

The role of feedback in the learning process is to inform of where and how learning and performance can be improved. Feedback on learning can come from fellow students, lecturers, support staff such as demonstrators, external speakers /experts or the student themselves. The course has a number of feedback mechanisms to facilitate this, including:

- Written feedback on students’ individual work, or the work of group of students.
- Verbal feedback either to individuals or groups of students though the tutorial and the option groups.
- Direct feedback in lectures or workshops
- Feedback be external experts and panel members for coursework and its assessment (reports and presentations)
- Feedback from exams through marking and discussions with the Personal Tutor for the Core Course and option convenor(s) for the Option term
- Overall performance feedback in discussion with the Personal Tutor

In general, our feedback mechanisms focus on the activity and what was expected when this activity is assessed, aim to be constructive, providing meaningful information to students about their learning and correct misunderstandings, identify and reinforce students' strengths, guide them on how to improve and allow them to take a more active role in their learning.

Feedback from students

We value all feedback we receive and we aim to communicate what it means and how we use it to improve the course. We hope that the process is not too onerous, and therefore utilise a series of different mechanisms throughout the year.

The student representatives and the Staff Student Committee play a central role to the continuous and systematic dialogue between our teaching teams and our students, which aims to enhance and continuously improve our course.

We hold student rep elections at the end of the 2nd week of the Core Course term, following student hustings in the first week. Three student reps are elected using the Single Transferable Vote (STV) proportional electoral system. We actively encourage candidates to stand from across the community, e.g. from overseas and across different Option interests. In additional a volunteer computer rep is appointed to liaise directly with ICT over computing issues. Other students are co-opted by the reps to
help with social functions.

The timing for feedback follows the structure of the course and is requested as follows:

**CORE COURSE (Oct-Dec)**

- Weekly Questionnaire on Blackboard on individual session feedback, reviewed by the Core Course Director and acted upon where necessary;
- Meetings with Personal Tutors;
- One option meeting in the middle of the term from which feedback is provided by Option Convenors to the Core Course Director;
- Staff student Committee Meeting which feeds directly into the MSc Committee;
- Informal liaison by the Core Course Director with students and student representatives;
- Informal liaison over drinks following Policy Seminars;
- Core Course External Examiner meets with students at the end of January when reviewing examination and course work marking;
- End of term PG SOLE Questionnaire; which feeds directly into the annual Core Course review that takes place each summer;
- End of term Staff student Committee Report.

**OPTION TERM (Jan-March)**

- Weekly Module/Option Subject meetings, with feedback provided by all students and discussed with Option Convenors (timetabled weekly);
- Staff student Committee Meeting;
- Meetings with Personal Tutors;
- Meeting with convenors and module leaders;
- Informal interactions during field trips;
- Informal liaison over drinks following Policy Seminars;
- End of term PG SOLE Questionnaire;
- End of term Staff student Committee Report.

**PROJECT TERM (April-Sept)**

- Interim Viva;
- Staff student Committee Meeting;
- Meetings with Personal Tutors;
- Meetings with Project supervisor(s);
- End of term PG SOLE Projects Questionnaire – run as a pilot in 2011 first time;
- End of Term Staff student Committee Report.
9.  Policy Seminars

The Policy Seminar programme for the Autumn Term will be held on the following Thursdays at 5.00pm in the SAF, Read or Pippard Lecture Theatres, as specified in the timetable, and will be followed by a glass of wine in the Common Room.

Policy seminars will also continue in the Spring Term. All students are expected to attend these policy seminars, as they provide valuable information and insight into integrating the Core Course material, and material that is potentially examinable in the Core Course Exams.

For your information, prior to each seminar a more detailed description of the seminar topic and the speaker’s background will be advertised on Blackboard – see the link from the home page, where this timetable can also be found. Please refer to this regularly. Where speakers are happy to make them available, PowerPoint slides will also be posted on Blackboard as soon after the event as possible.
10. Prizes

The MSc in Environmental Technology maintains strong links with alumni students in the business sector and has been privileged to be awarded a series of prizes from some of the top companies in the environmental arena.

Arcadis Water Management Prize

A prize awarded to a Water Management student, worth £250, for the best overall assessment of Risk, associated with the contamination of Hounslow Health.

Gordon Conway Rockefeller Prize

A prize with the value of £600, awarded to the top student on Ecological Management option.

Veolia Environmental Services Best Contributor to Sustainable Development Prize

A prize awarded for the top mark in the Environmental Pollution & Control module exam of the Core Course to the value of £300.

Environmental Resources Management (ERM) Prize for an outstanding thesis

The environmental consultancy, Environmental Resources Management (ERM), has generously offered a prize of £1000 per annum for an outstanding MSc thesis.

Ross Makuch Prize

Zen Makuch is a Barrister who directs the Environmental Law programme on the Core course in term one of the MSc in Environmental Technology. In honour of his father, who was a modest supporter of legal education, Zen has very kindly donated a prize of £100 per annum to the MSc candidate who achieves the highest grade on the Environmental Law examination in the Core course.

RPS Kathleen Lacey Memorial Prize

An annual award of £250 given to the best overall student in the Pollution Management option.

B.P. Prize

An annual award of £600 for the highest score for the 'Integrating' Question in the Core course.
The BP Prize for Strategic Thinking

An annual award of £100 for a student from the Business and Environment option who demonstrates academic prowess: strategic thinking, and the ability to integrate and balance business and environment issues; initiative, leadership skills and empathy.

URS Prize

A first prize award of £750, given annually for an outstanding overall performance on the MSc course as a whole, and a second prize of £250 for the runner up.

ENVIROS Prize

An award of £200 for the top student on the Environmental Analysis and Assessment option.

The Sue Pritchard Memorial Prize

An award of £100 for the Business and Environment dissertation focusing on investment in developing countries.

Dennis Anderson Memorial Prize

An award of £250, the prize is awarded to the highest mark on the Energy Policy option.
11. Course Regulations

The programme is currently offered as a full-time (Mode J9UF) one year course and as part-time (J9UF24) two year course normally with an industrial placement, and both lead to the MSc degree and the Diploma of Imperial College (DIC).

Students complete the Core Course in the first term (October-December) which comprises of six and a half taught modules, a small group seminar series, with continuous course work assessment. Environmental policy seminars conducted by external speakers also occur throughout the first and second terms.

In the Option Course in the second term (January-March) students complete their selected option based on their decision at course application. The following options are offered: Business and the Environment; Ecological Management; Energy Policy; Environmental Analysis and Assessment; Environmental Economics and Policy; Global Environmental Change and Policy; Health and the Global Environment; Pollution Management; and Water Management. Written examinations are held in December (Core Course) and at the end of the spring term (Option Course).

The remainder of the course comprises an individual (18 week) research project including an interim-viva assessed within the Department, a thesis and an executive summary also assessed. The overall pass mark is 50% and the core course (including course work), option course (including course work) and the research project contribute 30%, 30% and 40% respectively. A student following the course part-time will have to complete the Core Course and the Option term in the first year and do the remainder of the course in the second year.

Nearly all the learning on the course receives formal assessment. The exceptions are study tours on certain options and the environmental policy seminars by outside speakers during the first two terms, although these provide a general background for other assessed exercises such as the ‘integrated questions’ in the Core Course exam papers. In addition, although students have a degree of choice when answering exam questions, the exam papers are structured in such a way that all modules are examined, requiring students to revise for all taught subjects.

The course is assessed on the basis of 30% for the first term core course, 30% for the second term option, and 40% for the project, it being necessary to pass all these three elements. The MSc in Environmental Technology is awarded on the successful completion of each of the three sections listed above. If any student fails any part of the course, depending on the situation and circumstances involved, it may be possible to resit the exam or resubmit the project the following year.

In the case of distinction, students must achieve a minimum of 70% mark in all three elements to fulfil the criteria for the award of a distinction. Similarly, a minimum of 60% in all three elements is required to fulfil the criteria for the award of a merit.
Term 1 - Core Course
30% weighting of MSc award
Coursework (to be completed in Term 1)  1. Risk Spreadsheet Exercise (5%)
35% Core Course Marks  2. Small Group Seminar (10%)
                        3. Statistics Assessment (10%)
                        4. Environmental Law Assessment (10%)
Exams (Week 11)  1. Core Course Paper I
65% Core Course Marks  2. Core Course Paper II

Sixty five percent of Core Course marks come from two closed book examinations which assess the learning from the modules on introduction to ecology, environmental pollution and control, environmental policy and management, environmental law, environmental economics, research methods and a half module on risk assessment. These exams are on two separate days and both papers are three hours in length. Students are required in each exam to answer three out of a choice of questions based on the teaching matter of the first term.
The remainder consists of an open-book environmental law examination (10%), a statistics assessment (10%), a risk spreadsheet assignment (5%), and a small group seminar assignment (10%). The latter assess the ability of the students to examine critically particular environmental problems, working as teams in small groups and to come to an agreed conclusion.
Successful completion of this part of the course depends on the student being awarded a grade of at least 50% for the Core Course overall.

Term 2 - Specialist Option
30% weighting of MSc award
Each Specialist Option sets coursework assignments which are completed in Term 2 and all students sit one Specialist Option Exam (three hours in length) in Week 11. The ratio of marks given to coursework and exam varies for each option in the range of 30-50% for coursework & 50-70% for exam.
The options are assessed in the following ways:
- Ecological Management: 3-hour closed book exam (50%), modelling project (20%), short essay (10%), mini-project (20%);
- Business and the Environment: 3-hour open book exam (50%), business planning exercise (25%), company case study exercise (25%);
- Energy Policy: 3-hour closed book exam (50%), technology seminars/essay (10%), and policy project (40%);
- Environmental Analysis and Assessment (EAA): 3-hour closed book exam (50%), two assessed coursework projects: the Waste Management Project (25%) and Hounslow Heath project report (25%).
- Environmental Economics and Policy: 3 hour closed book exam (50%), two group reports (25%)/(25%);
- Global Environmental Change and Policy: 4-hour open-book exam (50%), panel group exercise (40%), and negotiation (10%);
- Health and the Global Environment: 3-hour closed book exam (50%); Hounslow Heath project report (25%); Epidemiology Group Project (25%).
- Pollution Management: 3-hour closed book exam (50%), two assessed coursework projects: the Waste Management Project (25%) and the group case-work pollution study (25%);
- Water Management: 3-hour closed book exam (50%), Anglia Water project (25%) and Hounslow Heath project report (25%).

The use of practical, group-work or case-study related coursework and its assessment and associated examinations provide a very effective learning opportunity with multiple additional benefits. Students working in teams are required to submit verbal and written individual and/or group reports for different coursework case studies depending on the Option they study. The case studies are designed to provide graduates with the skills to enter a wide range of environmental careers, with particular emphasis on environmental sustainability, and their assessment has been designed to be part of the learning process.

Successful completion of this part of the course depends on the student being awarded a grade of at least 50% for the Specialist Option overall.

Term 3 - Research Project
40% weighting of MSc Award
Each student carries out an individual five-month research project often based on the Specialist Option studied in Term 2. The approximate length of this project is 20,000 words. In addition to the dissertation, each student must submit an executive summary of the dissertation (accounts for 5% of the project mark) by the end of the academic year (1st October 2010). If of an acceptable quality, the summary becomes available online (course website).

Training in research techniques is integrated across the core course and options, culminating in a course on social sciences techniques at the start of the project period. All of this is utilised in a project proposal which is formally assessed in pass or fail terms (with resubmission of fails). At the start of the project all students give short presentations in small groups and in July/August are subjected to a formal internal viva, whose outcome is recorded and can be used in any later moderation of project marks. The project reports are marked by the supervisor(s) and a second examiner (usually the option convenor) on the following basis: application and initiative (10%); introduction and problem definition (15%); methodology, analysis and discussion (45%); conclusions and recommendations (15%); structure and presentation (10%) and executive summary (5%).

Successful completion of this part of the course depends on the student being awarded an overall grade of at least 50% for the Research Project.

All examinations required must be taken, and failure to do so other than on grounds of illness or the death of a near relative can result in students being failed in the examinations as a whole and therefore required to re-sit all elements in the following academic year. If students are ill at the time of an examination, a medical certificate must be supplied within 7 days and any examinations missed on account of illness cannot necessarily be taken until the following academic year. If possible, a Core Course exam resit will only be offered within the first week of the Project term and an Option Exam resit within the last week of August and only for those who have met the conditions above. Students are informed that any request for deferral of an element of the examinations, if it is supported by the Course Director, must be first approved by the appropriate College committee and that approval is only agreed in truly
exceptional circumstances.

Similarly, the rules for late submission and excessive length of assignments and MSc thesis are in accordance with College guidelines, i.e. up to 10% may be deducted for excessive length beyond the stated word limit of 2,000 (in the case of Seminar essays) and up to 5% per day for late submission. If, in exceptional circumstances, students are unable to meet a particular deadline, students are advised to discuss this in advance with the member of staff concerned. Exceptional circumstances are only those beyond your control, normally illness or bereavement.

The final Examination Board, involving internal and external examiners, takes place in late November.

For further information you can download the Programme Specification at: http://www3.imperial.ac.uk/environmentalpolicy/teaching/msc/course_description

**Plagiarism**

You are reminded that all work submitted as part of the requirements for any examination of Imperial College London must be expressed in your own words and incorporate your own ideas and judgements.

Plagiarism, that is the presentation of another person’s thoughts or words as though they were your own, must be avoided, with particular care in the coursework, essays and reports written in your own time. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form.

Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person’s ideas or judgements, you must refer to that person in your text, and include the work referred to in your bibliography.

Failure to observe these rules may result in an allegation of cheating and you could be subject to formal College disciplinary procedures, which may result in zero marks for the assessed work and even potential failure of the course. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You will be given full guidance on proper referencing by the library.

The CEP plagiarism procedure is available on Blackboard College policy on plagiarism and disciplinary procedures at: http://www3.imperial.ac.uk/studenthandbook/advice/plagiarism/

Copies of the last three years’ Core Course examination papers can be found on Blackboard.
### MSc in Environmental Technology - Marking Scheme

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Distinction</strong></td>
<td>70 - 100%</td>
<td>First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and critical use of supplementary reading.</td>
</tr>
<tr>
<td></td>
<td>90 – 100%</td>
<td>Outstanding</td>
</tr>
<tr>
<td></td>
<td>80 – 89%</td>
<td>Excellent throughout.</td>
</tr>
<tr>
<td></td>
<td>70 – 79%</td>
<td>Showing the required qualities but occasionally falling below a general level of excellence.</td>
</tr>
<tr>
<td><strong>B Merit</strong></td>
<td>65 - 69%</td>
<td>A very good grasp of the subject and evidence of ability to synthesise and criticise including use of supplementary reading, but falling short of excellence in one or more of these aspects.</td>
</tr>
<tr>
<td></td>
<td>60 - 64%</td>
<td>A good grasp of the subject and some evidence of ability to synthesise and criticise.</td>
</tr>
<tr>
<td><strong>C Pass</strong></td>
<td>55 - 59%</td>
<td>Satisfactory, with a good grasp of the relevant concepts and facts, but little evidence of the ability to both synthesise and evaluate, or with marked lapses.</td>
</tr>
<tr>
<td></td>
<td>50 - 54%</td>
<td>Satisfactory, with a reasonable grasp of the relevant concepts and facts, but little evidence of the ability to synthesise and or evaluate, or with significant lapses.</td>
</tr>
<tr>
<td><strong>F Fail</strong></td>
<td>Below 50%</td>
<td>Inadequate knowledge at Masters level, presenting less than 50% of the expected material (according to the model answer), and showing only a limited grasp of the basic concepts, with poor appreciation of the wider subject and little of evidence of synthesis or evaluation.</td>
</tr>
<tr>
<td></td>
<td>40 - 49%</td>
<td>Shows a lack of understanding of the question and presents less than 40% of the expected material (according to the model answer), in a context relevant to the question.</td>
</tr>
<tr>
<td></td>
<td>35%</td>
<td>Too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the question, and presents less than a quarter of the expected material (according to the model answer) in a context relevant to the question.</td>
</tr>
<tr>
<td></td>
<td>25%</td>
<td>Answer presents only two or three sentences or facts that are correct and relevant to the question.</td>
</tr>
<tr>
<td></td>
<td>15%</td>
<td>Answer includes at most one sentence or fact that is correct and relevant to the question.</td>
</tr>
<tr>
<td></td>
<td>5%</td>
<td>Answer contains nothing that is correct and relevant to the question.</td>
</tr>
</tbody>
</table>
12. Guidelines for Referencing

Cite all references, with the name of the author(s) and year of publication, in the text (Harvard style referencing). More than two authors are quoted as first author et al followed by the date. Collect all references together at the end of the report and list alphabetically in standard form. The Harvard system is the most commonly used form in the natural sciences, but the APA system is also used widely. You may also come across a number of variations to these. Examples of Harvard and APA are given below:

<table>
<thead>
<tr>
<th>Harvard System</th>
<th>APA* System</th>
</tr>
</thead>
<tbody>
<tr>
<td>no punctuation after initials or date</td>
<td>full stops after initials and dates; for multiple authors, comma separates authors</td>
</tr>
<tr>
<td>names joined by <em>and</em></td>
<td>names joined by &amp;</td>
</tr>
<tr>
<td>book and journal names in title case</td>
<td>book names in sentence case</td>
</tr>
<tr>
<td>journal names in title case</td>
<td>journal names in title case</td>
</tr>
<tr>
<td>Commas separate publishing elements</td>
<td>full stop after title or edition</td>
</tr>
<tr>
<td>Edition without brackets or punctuation</td>
<td>colon after place of publication</td>
</tr>
<tr>
<td>Publisher followed by place of publication</td>
<td>Edition with brackets and full stops</td>
</tr>
<tr>
<td>Place of publication followed by publisher</td>
<td></td>
</tr>
</tbody>
</table>

(* American Psychological Association)

Please note that there are many variations of the Harvard style (APA is just one of these, e.g. in terms of use of punctuation etc); the important thing is that you are consistent in the style you use throughout your essays or thesis. List only the references you cite in the text. Any references not seen in the original should be marked with an asterisk (*). If only seen as a translation, follow references with "English translation".

Websites should be referenced as other references (by author or organisation), except that in the final reference list the full URL should be quoted, the authority or organisation concerned, and the date at which it was accessed (since websites may change and may not be able to be accessed subsequently). You should avoid relying too heavily on websites alone – try to reinforce your referencing with sufficient academic literature. Journals accessed electronically are still journals and quoted as normal.

Further guidance will be given in training sessions organised by the library in the first weeks of the Core Course. You must attend these sessions as you will be required to reference correctly for all essays, reports and your dissertation. As full guidance on referencing is provided you will be penalised for incorrect referencing in seminar essays.
13. Information and Ground Rules

This section outlines some basic do’s and don’ts, which are mostly common sense. We want CEP to be an informal and friendly place, without long sets of rules, but would ask you to take note of the following points so that everyone can continue to enjoy the Centre’s facilities in the most pleasant and productive way.

Fire doors - please make sure that all fire doors are always shut after you - do not wedge them open.

Maintenance

Please try to look after the tables and chairs and other furniture. If these are damaged, or breakages occur, please inform Isabelle or Shane in the Postgraduate Office as soon as possible so that we can put matters right. It is also helpful if you let us know of any other maintenance problems in the building - for example, lights that don’t work properly, windows that don’t shut.

Use of Imperial College Notepaper

Students are not allowed to use Imperial College notepaper or envelopes for their own correspondence. Students should consult the Director, Administrator or Option Convenor before approaching outside organisations in writing - when doing so, the Postgraduate Office can provide you with a letter confirming that you are an MSc student studying in the Centre.

Stationery, printing and photocopying

All students must provide their own stationery and writing materials. CEP provides computer paper, as necessary, for students to carry out the computing part of their course work. All paper needed during the production of the MSc project thesis must be provided by the students.

All printing and photocopying must be paid for by the individual student. In College this is done by charging money to your swipe card, which then allows you to print or photocopy anywhere in College, e.g. CEP’s computing suite or Central Library. During the Core Course only, the Centre will charge your card with up to £20 for you to spend on photocopying/printing of Core Course materials during the Autumn Term. During the Core Course we will provide hard copies of PowerPoint slides only in the first week, i.e. until you have full access to Blackboard. All other slides and supporting written material will be provided on Blackboard where you can access it online and use as a resource as you would the library. It is up to you how much if any of it you choose to print. As an environmental department, this helps us to minimise wastage (of handouts not collected or discarded) and minimises the amount of photocopying more generally and therefore the amount of paper and toner used. It also encourages you to be selective about what material is really essential to have as hard copy, and encourages you to develop your note taking skills.
Communication with the Press

Any letter to the press written by students must have the student’s home address on the letter, not the CEP address. If the student is writing on a clearly student-related matter, they should see the Student Union, as they may be able to use Student Union notepaper. On no account is Imperial College notepaper to be used to express personal opinions.

Common Room

Please keep the Common Room tidy and always do your washing up. Please throw away rubbish in the bins provided. Additionally, students often set up a tea and coffee kitty. 10p is put in the kitty every time you have a cup of tea or coffee and this money is used to replace tea, coffee, sugar and milk when it runs out. It is your responsibility to buy supplies. Water for the kettle can be obtained from the sinks in the toilet areas, where you can also wash your mugs. Thermos mugs 4 Life can be bought from the Colleges shops for £2.50.

ATTENDANCE MONITORING

UK Government legislation requires CEP to monitor the attendance of overseas students, and report on any absences that are not in accordance with visa conditions. Furthermore, light touch attendance monitoring is widely considered good practice in course administration. Frequent or prolonged absences are often an indicator of developing pastoral issues. For this reason our attendance monitoring system applies to all students regardless of background.

Attendance at the expected contacts set out below will be monitored. Where contacts take the form of course work, submissions must be made within 3 working days of the deadline, allowing for any authorised extensions. Where absences have been agreed in advance, or where they are due to certificated illness they will not count as a missed contact.

Information on attendance will be kept confidential to key MSc staff members, and not further distributed except as set out below.

Action on consecutive missed contacts

- If 3 consecutive expected contacts have been missed, the Senior Tutor will contact the student’s personal tutor, and write informally to the student.
- Where 5 consecutive expected contacts have been missed the Senior Tutor will write formally to the student explaining that continuing absences will be reported to Registry.
- When 10 consecutive expected contacts have been missed, Registry will be notified immediately, and the student informed. Where visa conditions have been breached, this information must by law be passed to the UK Borders Agency. There can be no discretion in this matter.
Schedule of expected contacts

Core Course
- Registration
- First access of blackboard system
- Attendance at all small group seminar sessions
- Seminar essay submission
- Statistics test submission
- Law test Attendance
- Core course second exam attendance.

Option Term
- 8 contacts over the course of the option. Please ask your convenor for details, as they vary by option

Thesis Term
- Attendance at project review
- Submission of thesis proposal
- Scheduled meetings with supervisors
- Attendance at project t viva
- Thesis submission
- Executive summary submission

Illness, Emergencies and Absence

Please notify the Postgraduate Office if you are unable to attend classes as a result of illness or other severe emergency. This is a College requirement if you are away for over three days. If your absence is due to illness and lasts for more than six days, a medical certificate must be brought to the Postgraduate Office.

In the event of suspected swine flu or any similar highly contagious disease DO NOT come to College, but notify the Teaching Office. All lecture and supporting material is made available on Blackboard so you can easily catch up lectures that may have been missed. See the College Alerts website at http://www3.imperial.ac.uk/alerts for more guidance.

Examinations should not be missed unless you are genuinely too ill to come into College or have a severe, unexpected personal emergency (such as the death of a close family member) on or immediately prior to the day of the exam. In these circumstances please notify the both Teaching Office and your personal tutor by telephone and email before the start of the examination.

In all cases evidence supporting your absence from an examination must be provided without delay. If you are unable to provide supporting evidence you will receive a zero mark, and may not be granted an opportunity to re-take the examination.

If you are too ill to take an examination, you must obtain a medical certificate
supporting your case and dated on the day of the examination. The Imperial College Health Centre can provide a suitable certificate. Call (020 7584 6301 or 020 7594 9375/6) as soon as they open (usually 0800) on the day of examination and explain your situation. A similar certificate from your General Practitioner will do equally well.

If a prolonged illness or personal emergency prevents you from meeting course work submission deadline, it is possible to apply for an extension as follows:

- **Core course**: Apply to the person setting the assignment, with a copy to the Teaching Office, using the following form:
  http://www.imperial.ac.uk/workspace/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Minor.docx

- **Option term**: Apply to your option convenor, with a copy to the Teaching Office, using the following form:
  http://www.imperial.ac.uk/workspace/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Minor.docx

- **Thesis term**: Apply to Bill Sheate, via your supervisor, using the following form:
  http://www.imperial.ac.uk/workspace/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Major.docx

More details on these and other regulations can be found in the Freshers’ Handbook.

**Bicycles**

Bicycles are not allowed in the building and must not be chained to the railings. The bicycle parking facilities are located in the Faculty Building. Access, which is from the Queen’s Tower Car Park, is controlled both on entry and exit by ‘swipe card’ and monitored by CCTV. All those using the store must therefore get their cards authorised in advance by contacting Security, using the form provided on that Department’s website at:

https://www.imperial.ac.uk/spectrum/security/crime_prevention/cycle_theft.htm

The completed form should be forwarded to Security as instructed on the website. The bicycle description details on the form are needed to meet the requirements of insurers. Any change of bicycle should also be reported using the same form. Bicycle owners are advised that spot checks will be carried out to ensure the proper use and security of the facility.

Finally, members of the College are reminded that, for health and safety and fire safety reasons and to avoid inconvenience to others, it is already College policy that cycles, apart from those specifically designed to fold compactly, are not permitted inside any building, with the exception of the Faculty Building cycle store.
Security

All students will be issued with a College Identity Card shortly after Registration. This is a necessary feature of your life in College as it acts as your Students' Union membership card, allowing you access to all the sports and union facilities, as well as a security pass allowing you access to appropriate parts of the College and a Library Card. Any loss must be reported to Security.

You will need your ID card to enter and leave the Building after office hours. The main security lock goes on at 23.00 hrs before which you should have left the building, otherwise you will be locked in.

Please be particularly vigilant about your own security and that of your belongings. Please remember to keep any valuables locked up and never leave your belongings unattended.

There are locker facilities available for your use, which is why we have asked you to bring your own padlock.

The Security Office is situated at the Sherfield Building, Ext 48915.

Internal and External Mail

The College Security Officers deliver and collect internal mail twice a day. The student pigeonholes are located inside of the Common Room and mail is sorted alphabetically. Incoming external mail can be addressed Centre for Environmental Policy during your time here. Outgoing mail to the College (including Silwood Park) should be put in the pigeonhole marked ‘Internal Post (Outgoing)’ in the “Internal Mail Only” tray in the Department’s Postroom. Outgoing external mail should be taken direct to the Post Office at 118 Gloucester Road, South Kensington, which is open Monday to Saturday from 09.00-18.30.

Smoking

Smoking is prohibited by law in all public buildings, which includes CEP and any other building on campus. Please do not smoke directly outside the building.

Office Opening Hours

Monday, Tues, Thurs and Fri 09.00 – 12.30 pm and 1.30 pm - 17.00 hrs
Wed 09.00 – 12.00 hrs

Photocopying

There is a photocopier in the Common Room for student use. Any fault should be reported to the Postgraduate Office. Additionally, there is a photocopy service by Office Depot, located off the Walkway on the main campus.
Computing

Computers for student use are available in CEP. Any technical difficulties can be resolved by contacting ICT Helpdesk: ICT helpdesk@imperial.ac.uk, tel. extension 49000.

Activating your Imperial College account for the first time September 2012

Welcome to Imperial College London. As a new member of College you will automatically be provided with a College username and email address. These enable you to for example

- send and receive e-mail
- log-on to the College network and Virtual Learning Environment e.g. (Blackboard)
- access electronic information services provided by the Library

There are three ways that you can activate your College username and email address and set up a password.

- **You are staying in a Hall of Residence:**
  If you have a personal computer to use in your room then you will see in your room a Student Halls Welcome CD from ICT. Put the CD into your computer and use your network cable to connect your computer to the Student Halls network. You should follow the instructions supplied to open your browser and browse to an external webpage (e.g. www.google.co.uk). When you have done this you will be redirected to the College registration pages which have a link to https://www.imperial.ac.uk/ict/activateaccount

  You can purchase a network cable from the Student Union Shop or from a supplier such as PC World on Kensington High Street.

  Note that there are no wireless connections in study bedrooms in halls.

  *Students in Orient and Piccadilly Halls should find connection instructions in Hall Welcome Pack on arrival or ask their wardening team for further information.

- **You are not staying in a Hall of Residence:**
  If you are not in a Hall of Residence and this is your first day in College you can go to your departmental Teaching cluster/computer room and do the following: Enter the username activate and then the password Activate! (Note the Capital A and the ! at the end)

  This will automatically take you to https://www.imperial.ac.uk/ict/activateaccount
From outside College

If you read this note for the first time at home or elsewhere away from College and you want to activate your College username and email address then just open your Internet browser and go to:
https://www.imperial.ac.uk/ict/activateaccount

Now please click the box accepting the Conditions of Use of IT Facilities at Imperial College. This is mandatory and you will not be able to proceed unless you do this. Having accepted the College terms and conditions, you will be asked for your full name, your date of birth and your College identifier (CID). This can be found on most official correspondence from College or on your College security card. Read the instructions on how to choose a strong password which satisfies the College password requirements and then enter a password twice.

When you have completed the form please click on the Activate My Account button.

If the details you have entered are correct your College computer account should be activated within a few seconds and your College username and email address will be displayed. Please write these down so you do not forget them.

If you have made a late entry to College or there have been problems with your College registration then it may take a few days before your College computer account can be set up. Please the above again a day or so later before reporting a problem.

If you have problems with activating your account, please contact the ICT service desk on Level 4 of the Mechanical Engineering Building, South Kensington Campus or your local campus Service Desk, locations and opening times can be found at http://www.imperial.ac.uk/ict/servicedesk/locationsandopeningtimes

The South Kensington Service Desk telephone number is 02075949000 and it is open 08.30 - 18.00 Monday to Friday.
You can also email service.desk@imperial.ac.uk giving your name and CID, a short description of the problem and they will get back to you as soon as possible.
Any problems with accessing electronic journals, books and databases or with the Athens access service should be reported to the Central Library Help Desk library@imperial.ac.uk. More information about Electronic Library Services can be found on the Library website at http://www.imperial.ac.uk/library/digitallibrary

Eating and drinking

There is the ‘Eastside’ bar in Prince’s Gardens, which also serves food. And there is a shop next door to it.

Elsewhere on campus, there is the Junior Common Room (JCR) in the Sherfield Building, which has a hot food bar, serving breakfast from 08.30 and lunch specials. Next door is the ‘QT’ snack bar, open 08.30-17.30, Monday-Friday. ‘The Senior Common Room’ in the Main Dining Hall is on level 1 of the Sherfield Building and offers lunch from 12.00. The Main Library, on the Ground Floor, serves hot and cold food all day. A range of snacks and sandwiches is available in the ground floor cafe of
the Biomedical Sciences Building.

There are also a couple of pubs nearby: the Queen’s Head and the Bricklayer’s Arms.

**Imperial College Union**

The Union Bar is in the east corner of Beit Quad. Da Vinci’s, another bar, serves hot and cold meals at lunchtime and during the evening. On the left of the main entrance of the union building is ‘dB's’, which is used as a lounge and catering area during the day and as an entertainment venue at night. It houses a giant video screen and a baguette bar, open between 10.00-14.00. The Union Shop and Newsagent are on the Main Walkway.

**English Classes for Overseas Students**

English classes are offered free of charge to students and academic staff of Imperial College. The classes start in mid-October and most run until the end of the Spring term. Some classes also run into the Summer term. Most classes are for 2 hours a week, Monday to Friday, 18.00 to 20.00 hrs, and also on Wednesday afternoons. All classes are held in the rooms of the Humanities Programme on the third floor of the Sherfield building.

Classes come under three headings:
- General classes - offering speaking and listening practice + grammar and vocabulary;
- Pronunciation classes;
- and various classes for Writing Academic English.

There is also a permanent Writing Clinic to give students help with written work. Registration and placement tests* for English language support classes will take place during the second and third weeks of term. Details of the test venues and dates will be posted on the ELSP website:

http://www3.imperial.ac.uk/humanities/englishlanguagesupport/

*The results of the test are used to help place students at an appropriate level if they decide to take English classes. A list of classes and the students assigned to those classes will be put up on the English noticeboard in Humanities on level 3 a few days after the test. Please check this notice board for latest information.

For further information see the web site at:
http://www3.imperial.ac.uk/humanities/englishlanguagesupport/
14. Library Facilities at Imperial

The Central Library is located on the west side of the Queen’s Lawn and contains an extensive collection of books, journals, reports and theses covering a wide variety of subjects. As well as printed material the Library also provides access to over 30,000 electronic journals, hundreds of online books and many specialist databases.

The Library catalogue enables searching of both the printed and online collections as well as options for managing your library account. Your College ID card acts as your library card and your account should be set up and ready to use.

The Library also has an extensive collection of fiction and non-fiction including history, biography, travel guides and maps as well as sheet music, music CDs and film DVDs all of which are available for loan.

The Science Museum Library is on Level 3 of the Central Library and specializes in the history of science and technology and the public understanding of science. Students of Imperial College can use the Science Museum Library and borrow from their collections.

Areas for group study, including bookable rooms, are located on Level 1 while the upper floors are reserved for quiet or silent study. The print journals collection is located on Level 4.

There are open access PCs, laptop and wireless connectivity throughout the Library, as well as printing and photocopying facilities.

You will be given specific CEP training sessions and introduced to our specialist staff; Katharine Thompson (Environment Librarian), Debbie Phillips (Senior Library Assistant) and Adrian Clark (Faculty Team Leader, Natural Sciences). Please ask them for advice when looking for information. Contact details for Library staff can be found at: http://www3.imperial.ac.uk/library/getintouch/yourlibrarian#4

Lots more information about the Library and the services it offers can be found on the website: http://www3.imperial.ac.uk/library

Additional information will be posted on the Core Course Blackboard site.

Central Library opening hours

Term Time:
Open 24 hours, except Fridays when it closes at 23.00 and reopens on Saturdays at 10.00.

Vacations:
Opening hours are reduced during the vacations. Please visit the Library website for details.
15. Additional Links & Information

College/Departmental Related

- **Health and safety information** (OH requirements, vaccinations, use of equipment, training etc):
  [http://www3.imperial.ac.uk/facilitiesmanagement/healthandsafety](http://www3.imperial.ac.uk/facilitiesmanagement/healthandsafety)
- **Imperial Study Guide / Imperial Study Guide for Master's Students**:
  [http://www3.imperial.ac.uk/students/studyguide](http://www3.imperial.ac.uk/students/studyguide)
- ‘Our Principles’ (the College’s Student Charter, approved by Senate in June 2012). Further information, including the URL for the Principles, will be available soon.

Programme Related

- **Course Reading List**
- Information about the Graduate School:
  [http://www3.imperial.ac.uk/graduateschools](http://www3.imperial.ac.uk/graduateschools)
- **Transferable Skills Training**:
  [http://www3.imperial.ac.uk/graduateschool/transferableskillsprogramme](http://www3.imperial.ac.uk/graduateschool/transferableskillsprogramme)
- **Policy on employment during studies**.
  [https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf](https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf)
- **Academic and Examination regulations**:
  [http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations](http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations)
- **Feedback – Course Practices**
- **Plagiarism and Cheating Offences Policy and Procedures**
- **Religious obligations in assessments**: 
  [https://workspace.imperial.ac.uk/registry/Public/Exams/Exams%20and%20Religious%20Obligations.pdf](https://workspace.imperial.ac.uk/registry/Public/Exams/Exams%20and%20Religious%20Obligations.pdf)

Procedures

- **The College’s Regulations for Students**:
  [http://www3.imperial.ac.uk/registry/proceduresandregulations](http://www3.imperial.ac.uk/registry/proceduresandregulations)
- **Mitigation / extenuating circumstances policy and procedures**:
  [http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/examinationassessment](http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/examinationassessment)
- **Complaints and Appeals procedures**:
  [http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals](http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals)
- **Academic integrity**:
  [https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Examination%20and%20Assessment%20Academic%20Integrity.pdf](https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Examination%20and%20Assessment%20Academic%20Integrity.pdf)
• Cheating offences policy and procedures:  
  [http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/disciplinary][1]

Welfare and Support Related

• **Course Personal Tutor System**
  Roles and Responsibilities of Personal Tutors:  
  [http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/goodpractice][2]

• **PDRP / iplan:**  
  [http://www3.imperial.ac.uk/careers/staff/staff/pdp][3]

• Information for students with disabilities, including the Disability Advisory Service:  
  [http://www3.imperial.ac.uk/disabilityadvisoryservice][4]

• Welfare and pastoral care /support resources both Departmental and College-wide (e.g. College Tutors, Dean of Students, Counselling Service, Health Centre, NHS Dentist, Student Hub, Chaplaincy, support for International Students inc. ELSP):  
  [http://www3.imperial.ac.uk/humanities/englishlanguagesupport][5]  
  [http://www3.imperial.ac.uk/students/welfareandadvice][6]  
  [http://www3.imperial.ac.uk/students/international][7]

• Information about the Library:  
  [http://www3.imperial.ac.uk/library][8]

• **ICU:**  
  [http://www.imperialcollegeunion.org/][9]

• **GSA:**  
  [https://www.imperialcollegeunion.org/faculty-unions/gsaweb/index,457,ICS.html][10]

• Student representation – how to become a student representative:  
  [https://www.imperialcollegeunion.org/representation][11]

• Course Staff-Student Committee:  
  Link to be available soon

• The importance of students providing feedback to the College –  
  [PG SOLE][12]

• Other support services (e.g. Registry, Careers Advisory Service):  
  [http://www3.imperial.ac.uk/registry][13]  
  [http://www3.imperial.ac.uk/careers][14]
16. South Kensington Campus Map