

welcome to EEE

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what do I do as senior tutor

- Monitor student welfare
- Look out for, and try to help, students that:
 - Do not attend regularly
 - Have health and other problems
 - Perform poorly
- Prizes and awards
- IET and IEEE representative
- Penalties for disciplinary matters

manage your time & have a life!

- Balance work and play.
 - We teach you to work independently!
 - Less direction in College than in school
 - MUCH less feedback on your progress.
 - You will often feel you are on your own!
- Make a time budget; try to stick to it:
 - Lectures, study
 - Rest, activities, entertainment
- Read and completely understand the assessment document (on the dept. web)
 - Inform your time allocation
 - Assign value to the joy of learning, not only on marks!
- **DO NOT BE PERFECTIONISTS**

attendance

– Attend ALL lectures

- 1 hour missed costs 2-3 extra hours of study!

– Attendance is **REQUIRED** in:

- Tutorials
- LABS
- humanity subjects, especially languages.
- You **FAIL** if you do not attend regularly humanity subjects.

– Attendance is **monitored** in study groups

– We will chase you if you are persistently absent

– If you don't respond to our appeals we will assume:

- You are ill or are facing serious difficulties – we will try to help
- You don't care - may be a sign of fatigue...

learning is NOT a spectator sport

Make the most of lectures:

- Keep your own notes – annotate handouts
- Revise lecture notes as soon after the lecture as practical

Participate in study groups

- Be prepared: attempt homework **without reference to solutions**
- **ASK QUESTIONS** during study groups!

Revise regularly: highlight your weaknesses – **ask for help**

DO all your coursework - **DO NOT CHEAT!**

- Main purpose of coursework is learning, not earning marks
- Hand in all coursework even if incomplete or imperfect

DO NOT miss oral exams (labs, languages)

READ the “LEARNING TO LEARN” Booklet

never “plagiarise”

(i.e. do not cheat)

- Cheating may earn you easy marks (if not caught!) but
- **Cheating undermines YOUR studies!**
- **DO NOT**
 - Pass other people’s work for your own (e.g. past lab reports).
 - Cut and Paste from a source (e.g. Wiki) into your reports:
 - Hire other people to do your assignments (!)
 - Use other people’s measurements in lab reports or orals
- **DO NOT CHEAT IN EXAMS**

exams

STUDY THE SUBJECT, don't memorise PAST PAPERS

How to prepare:

- Study your notes!
- Do a past paper:
 - with NO CHOICE, in the time that would be allowed
 - **without looking in the solutions**
- Identify weak spots in your knowledge
- Study, do exercises to fix weaknesses
- Do another past exam paper
 - allowing 75% of the time allowed
 - again **with no reference to solutions** while you do it.
- You are prepared when **you know** if your answers are correct

results + degree classifications

- Don't become obsessed managing your marks. Do your best and the marks will come.
- Aim high (1st!), but a 2.1 from Imperial is quite respectable.
- Even a 2.2 is not the end of the world and will open many doors!
- Degree classification boundaries are **BOUNDARIES** not thresholds.
- Any mark < 40 is a **FAIL!** (even if the pass is officially at 30)
- Subjects under 50% require revision over the summer
 - so that these subjects will not undermine subsequent subjects.
- SQT is a **badly failed** subject, not a partially passed one.
- Examiners decisions are FINAL:
 - Appeals are only considered for “extenuating circumstances” unknown to the Examiners at the time decision was taken.
 - Exam marks are NEVER adjusted
 - Autumn exams are only offered to students who missed exams due to illness (with medical letter!)

general discipline

- **Do not do anything illegal!**
 - FOLLOW rules in Halls of residence
 - DO not deliberately destroy hall or College property
 - DO NOT violate ICT guidelines regarding copyrighted materials (eg use peer-to-peer networks to download or upload films)
 - DO NOT do DRUGS
 - DO NOT download-distribute pornography (UK law is particularly severe)
- Disciplinary matters are dealt by (depending on nature and seriousness of offence):
 - Hall Warden
 - Senior Tutor
 - ICT (computer privileges suspension for ICT related offences)
 - Disciplinary hearing initiated by the College Tutor

monitor your health & document any serious difficulties

Monitor your health:

- Keep a regular routine – sleep well
- Eat well. Bad diet undermines your ability to learn.
- Monitor your mood.
 - Persistent sadness, insomnia, or rapid changes of mood are all signs of illness.
- If you are ill go see the doctor.

Report to your tutor and document any:

- Medical issues
- Longer than 3 day absences
- Other difficulties (family, financial, personal)

when in trouble TALK!

To your friends!

To academic support:

Tutor → Senior Tutor → Director of Undergraduate Studies

To pastoral support:

Sub Warden → Warden → Senior Tutor → Doctor / Counsellor

**Medical + personal information
is kept strictly confidential**

when all goes wrong

Talk to tutor or senior tutor. We can help you arrange:

- Financial aid
- Deadline extensions
- Interruption of studies
- Withdrawal from examinations
- Transfer to another course/university

IMPORTANT: talk to us as early as possible

Have a wonderful time at EEE!

Questions?