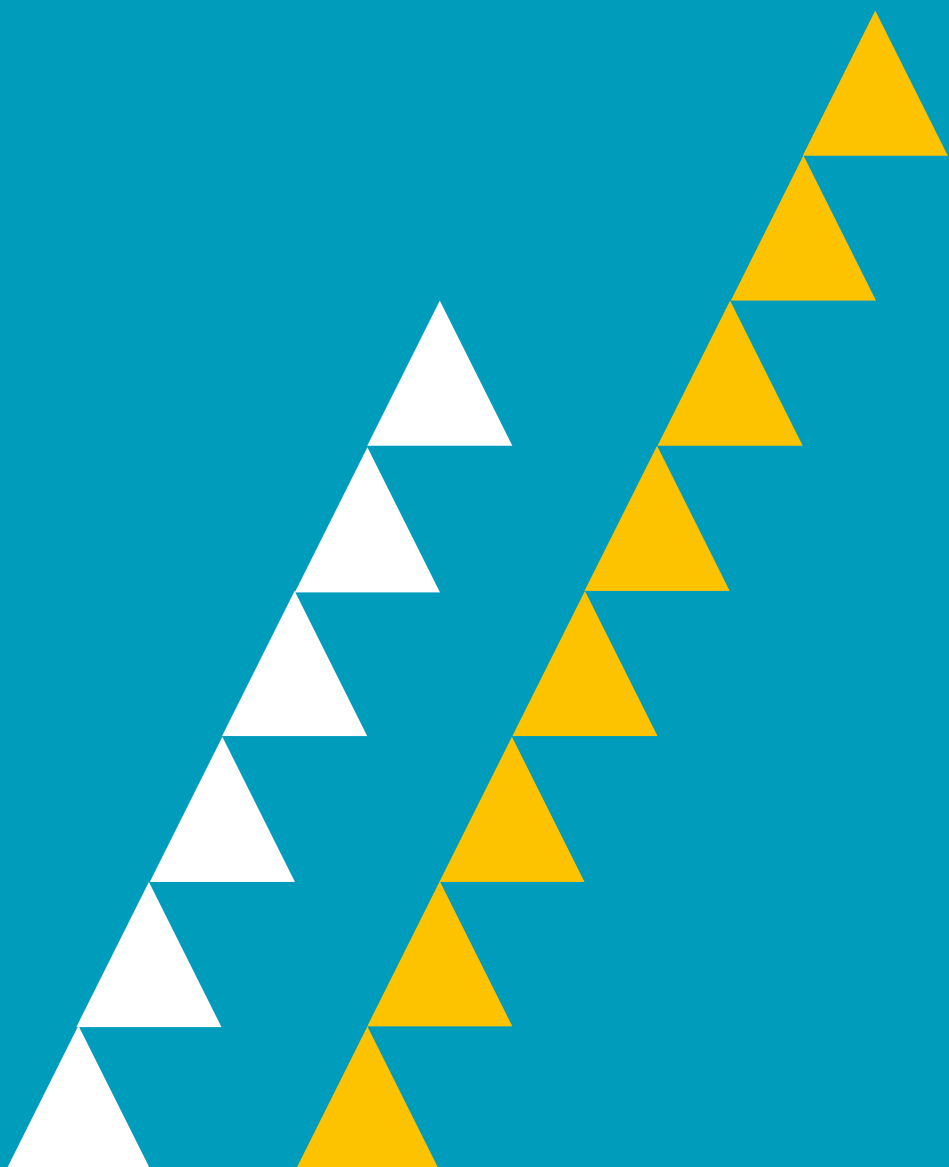


Imperial College
London



IMPERIAL AWARD STUDENT GUIDANCE



Your time at Imperial will pass so quickly — the Imperial Award is designed to help you make the most of your experience



Emma McCoy
Interim Vice-Provost
(Education &
Student Experience)

Imperial students like you are the heart of the College community and I am personally inspired when I see the breadth, depth and impact of the activities in which you participate. Your activity not only makes a significant contribution to College life, but also shapes you as a future professional.

You will find that your time at Imperial will pass so quickly — the Imperial Award is designed to help you make the most of your experience, by providing a developmental journey within which you will reflect on your experiences and discover more about your potential.

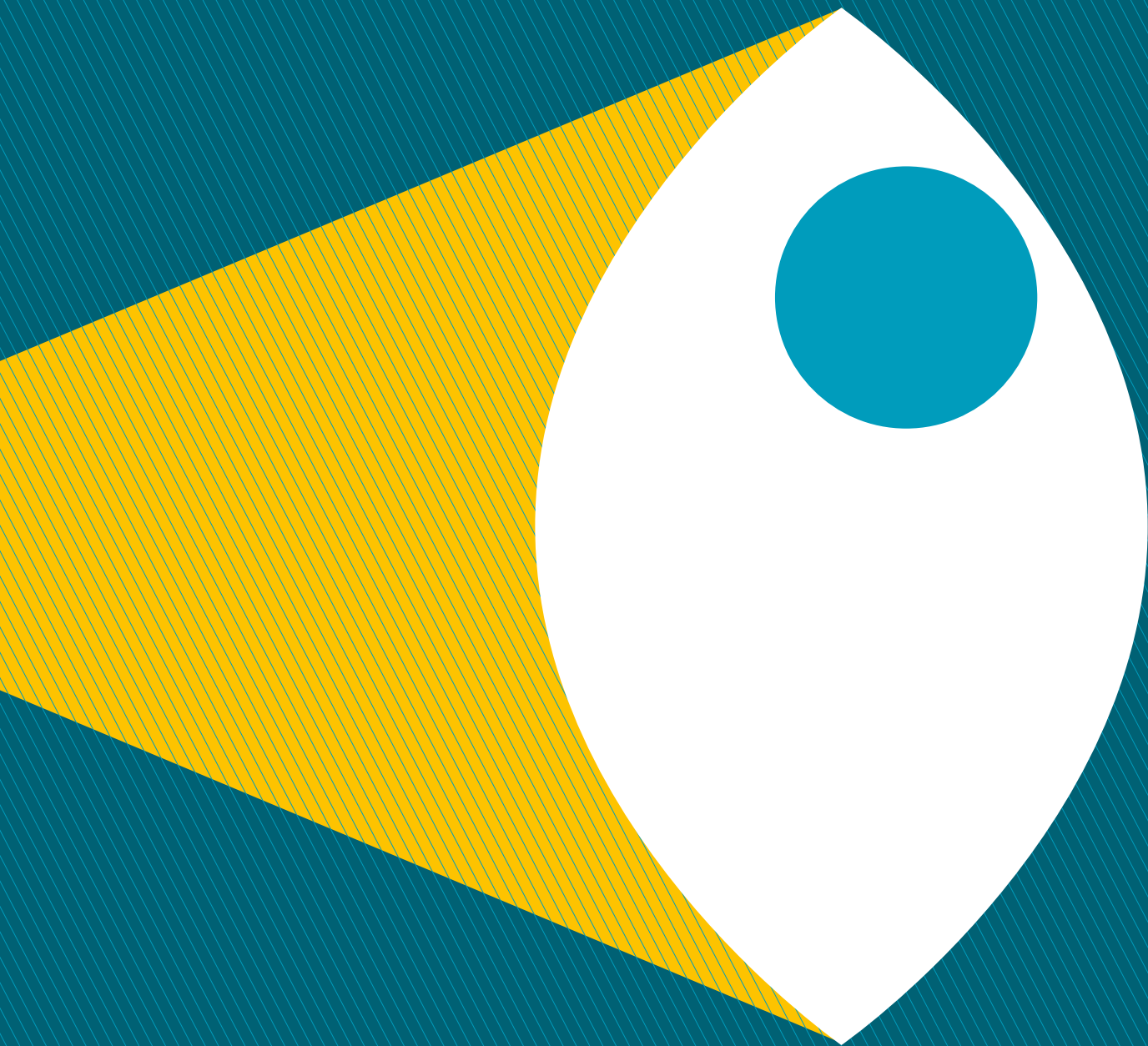
The Award provides a structured approach to improving specific attributes that our students, staff as well as employers have identified as key to success in the 21st century. It gives you the space not only to improve and build confidence, but also to savour and take pride in your achievements.

Upon completing the Award and receiving recognition from the College and Imperial College Union, you will have evidenced your development in each of the attributes and will have gained lifelong skills to help make the most of future opportunities.

The benefits

- The Imperial Award helps you develop practical self-reflection skills to make the most of your experiences
- It carries official weight. Success in one or more streams of the Award earns you extra lines on your College graduation transcript
- Registering for the Imperial Award gives you access to our Award-specific online tools and guidance, including our portfolio builder
- Building your portfolio and mapping your attributes will help you discover more about yourself and your potential
- Working towards the Imperial Award will help you to effectively communicate extra-academic competencies and attributes that are highly valued by recruiters and the broader community
- To help you get the most out of the Imperial Award, you will be given developmental feedback throughout your journey: from using online tools, your peers, during workshops and when you submit a statement
- Your degree performance does not influence the Award assessors, so this is a new arena for gaining extra recognition from Imperial ▲

What is the Imperial Award?



The Imperial Award encourages self-reflection on specific skills valued by society and employers.

In today's fast changing environment, personal development and soft skills are required to complement the technical skills and knowledge acquired during a degree. Structured around three main streams, or areas of competency, the Imperial Award is designed to support you in reflecting on, and evidencing vital attributes such as creativity, communication, and problem solving. By participating in the Programme you will gain greater confidence in your skills and improve your ability to articulate your skills effectively to various audiences, including future employers.

The Imperial Award can shape some of your Personal Tutor or mentor meetings, helping you to get more out of them. Finally, it will help you discover more about your self and your potential, empowering you to make informed choices for your life and career.

WHAT IS REQUIRED TO COMPLETE THE IMPERIAL AWARD?

The Award recognises students who evidence the transformative impact of their engagement in activities whilst at university. It requires students to demonstrate critical reflection upon how their experiences have helped them develop specific attributes.

Working towards the Imperial Award you will need to:

- ▲ Capture and record your activities and experiences;
- ▲ Reflect upon the significance of each attribute;
- ▲ Map your experiences against the Imperial Award attributes;
- ▲ Write a short reflective statement explaining why specific experiences caused you to develop each attribute and the impact that this has had on yourself and others;
- ▲ Reflect on and incorporate feedback from assessors during the process ▲

The structure

The Imperial Award is split into three streams, each containing four attributes. Every stream requires you to submit a separate, short reflective statement demonstrating how you meet the criteria for each attribute in that stream. You do not need to submit statements for each stream at the same time; you can plan to spread them out.

The Award webpage lists key dates. There are multiple chances to submit statements, each year.

To prepare your statement you will need to recall, discuss and reflect on your chosen activities and experiences in relation to the Imperial Award attributes.

To complete a stream, you will need to effectively communicate why your experiences caused you to develop each of the attributes within that stream, building a convincing argument that you meet the Award criteria.

You will be formally recognised on your official College transcript for each stream attained.

Students who gain all three streams will be recognised as having achieved the full Imperial Award ▲

Further information on each of the Imperial Award streams and attributes is provided on page 14.

IMPERIAL AWARD STREAMS AND ATTRIBUTES



Stream one
Independent,
open-minded thought

Innovative approach
Creativity
Practical, intelligent problem-solving
Enterprising mind-set



Stream two
Effective teamwork

Communication and active listening
Motivation
Awareness of group dynamics and collaboration
Strategic mind-set



Stream three
Self-awareness and
active self-management

Critical self-analysis/self-evaluation
Social conscience
Recognising opportunities
Global mind-set

Gaining the Imperial Award

Register online

Use the online support resources to make sure you understand what is required

Start capturing your activities and experiences in your online portfolio

Map your experiences to the Award attributes in your online portfolio (Use this like a diary or journal)

Discuss and plan your progress with your personal tutor, mentor or your peers

Use the Reflection and Reflective Writing guide to help you select and reflect upon your experiences

Participate in Imperial Award workshops to practice and improve your reflective writing skills

Decide that you're ready and then write and submit your short reflective statement(s)

Receive feedback from the assessors. If you are not successful, you will be told how to improve so you can try again

Each successful stream is acknowledged on your graduation transcript, but with a complete set of three streams you will be acknowledged as completing 'The Imperial Award'

The Imperial Award requires an iterative approach, you may need to go through some steps multiple times before you are successful.

Registration and support

REGISTRATION

To register online visit:
imperialcollegeunion.org/imperial-award

Once registered, you will gain access to the Imperial Award portfolio to let you begin capturing, reflecting on and mapping your experiences.

You will also be added to the Imperial Award mailing list and invited to Imperial Award workshops and events.

SUPPORT

Try to meet with your Personal Tutor or mentor to discuss your progress through the Imperial Award. They can help you reflect on your experiences and set goals. They can also offer advice reflecting on your evidence of attributes.

We recommend meeting with your Personal Tutor, mentor or peers at least once per term so that you can track and discuss your development. Negotiate and book meetings with them in advance.

Watch our video and read our guide on Reflection and Reflective Writing, which you can access online. Support workshops are offered regularly to all students participating in the Award. For more information and to access all support resources visit imperialcollegeunion.org/imperial-award.

If you have any specific questions or concerns, please email us using imperialaward@imperial.ac.uk

ONLINE PORTFOLIO

By registering to the Imperial Award, you will gain access to your personal online portfolio (this is private and only you can see its content). This is a virtual journalling tool, specifically designed so that you can capture and then reflect on your experiences against the Award attributes.

OVERVIEW MATRIX

Your online tools also include a matrix, generated when you map your activities against each attribute. Your matrix shows you where you have strengths and gaps in support of a particular Award stream ▲

ACTIVITY RECORDING

EXPERIENCES

MAPPING ATTRIBUTES

THE MATRIX OVERVIEW

Activities and Experiences	26	6	7	8	5	25	8	7	7	3	18	3	7	5	3
Totals	1	1				2	1	1			2	1	1		
Community Connections volunteer	1					2					2				
Volunteering with GoodGym	1					2					2				
Computing Department Rep	2	1		1		5	2	1	2		2	1	1		
Student consultation on late submissions	1					2									
Student Staff Committee Meetings	1					2									
A new experience	1					1					1				
Events Officer - RCC Dance Company	2	1	1			3	1	1	1		1			1	
Events Officer - RCC Dance Company	2					5					1				

The process

PORTFOLIO

RECORD ACTIVITIES AND EXPERIENCES ONLINE

You can capture and record anything in your online portfolio; only you can see the details. It will be extremely helpful when you decide to write your statements, prepare your CV or cover letter and when preparing for an interview.

Example activities:

Academic or wellbeing representation
Clubs, societies and projects
Event organisation and management
Learning and study
Life events
Professional and personal development
Research experiences
Teaching, tutoring or marking
Volunteering
Work (Casual, part-time or career experiences, enterprises)

This is not exhaustive; you can draw upon any experience you feel has caused personal development related to the Award attributes.

MAP AND EVIDENCE ATTRIBUTES

You will need to align your activities and experiences to the attributes. Your online portfolio enables you to judge which experiences align best, and which gaps you wish to fill with new experiences.

Stream one: Independent, open-minded thought

Innovative approach
Creativity
Practical, intelligent problem-solving
Enterprising mind-set

Stream two: Effective teamwork

Communication and active listening
Motivation
Awareness of group dynamics and collaboration
Strategic mind-set

Stream three: Self-awareness and active self-management

Critical self-analysis/self-evaluation
Social conscience
Recognising opportunities
Global mind-set

AWARD SUBMISSION AND ASSESSOR FEEDBACK

REFLECTION

Before you start to write your statement, take time to think about your activities and experiences in relation to the Imperial Award attributes. Use the 'Reflection and Reflective Writing' guide, the 'Reflective Writing workshop' and our video 'A guide to self-reflection' to help you develop your skills.



Stream one
Independent, open-minded thought



Stream two
Effective teamwork



Stream three
Self-awareness and active self-management

WRITE AND SUBMIT A SHORT REFLECTIVE STATEMENT

Your written, short reflective statements for each stream must be submitted through the Imperial Award system. Each stream requires a separate statement; you cannot combine them. You will receive feedback from the assessors for each statement you submit, which you should further reflect upon.

You must fulfil the Award criteria in relation to every attribute in a stream.

To receive the full Imperial Award you need to achieve each stream.

You can work towards streams of the Imperial Award at your own pace, throughout the course of your degree.

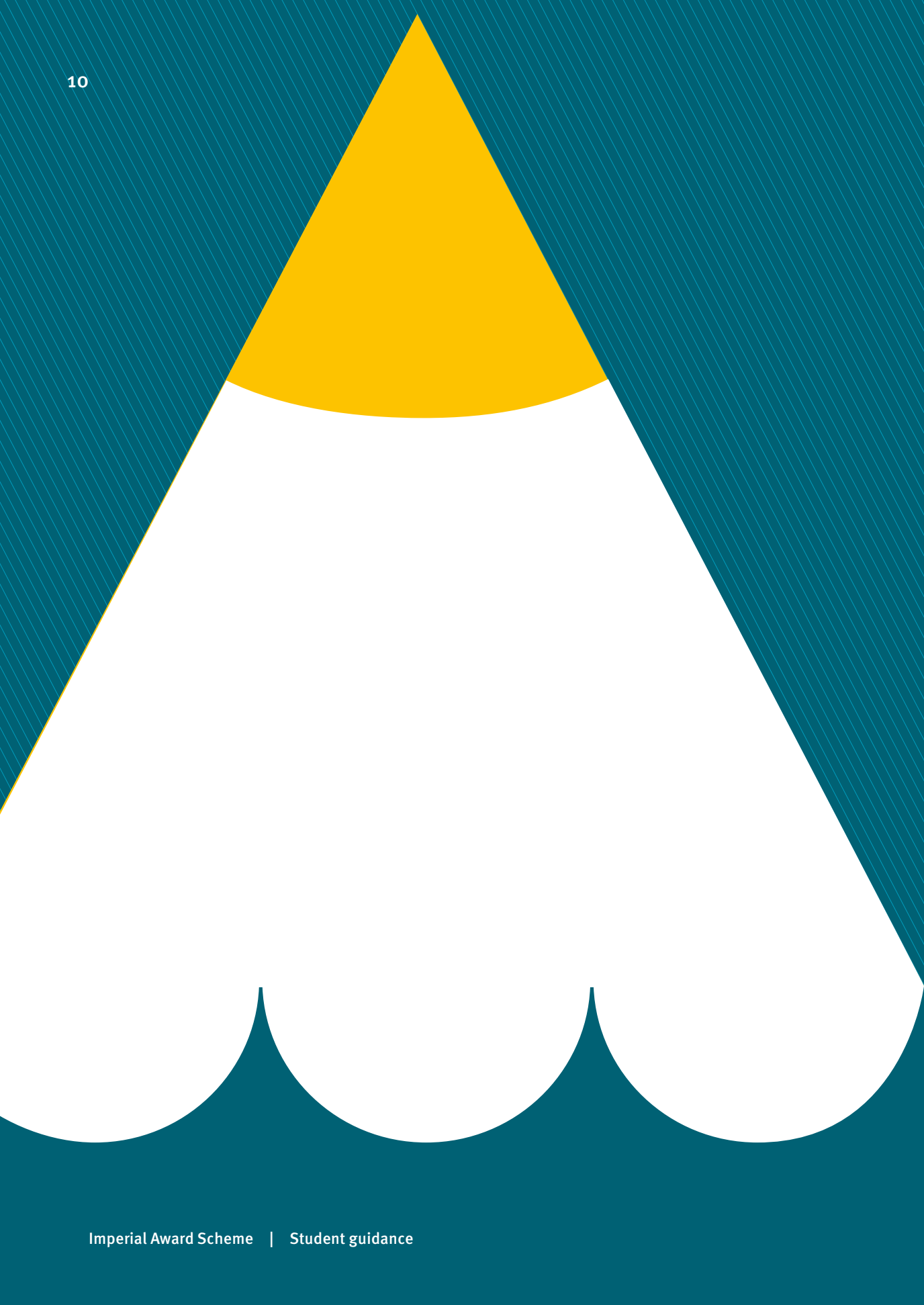
To avoid disappointment, we recommend that you submit your first statement before your final term of study.

First year undergraduates can sign-up for the Imperial Award but cannot submit until their second year, allowing time to gain experiences and reflect on their impact.

Online resources and workshops

Personal Tutor / mentor support

Assessor panel



Statements

Your short reflective statement is submitted through the Imperial Award online system.

Each statement must be no more than 4,000 characters, which is about one A4 page. You will need to submit one statement per stream. You cannot combine the streams; each stream requires a separate statement.

Do not be tempted to re-use parts of statements across streams. You can discuss, but not copy, the work of others. The Award requires your own personal reflection.

For more guidance on writing your statement read the Reflection & Reflective Writing guide.

HOW DO I SUBMIT MY STATEMENT FOR A STREAM?

Your written, short reflective statement is submitted online at the link below. Submission deadlines can be found online at the link below.

imperialcollegeunion.org/imperial-award ▲

Imperial Award criteria and framework

The Imperial Award framework contains the definitions of the Streams and Attributes; you can find this on the next pages. The Imperial Award Criteria explains what is required of a statement in order for a student to awarded a stream of the Award.

When the assessors read your statement they will use the Criteria to decide if each attribute has 'Met', 'Partially met' or 'Not met' the criteria.

The overall outcome for your statement will be equal to the lowest attribute outcome. For example, three out of four attributes could be 'Met' but, if the final attribute is 'Not met', then 'Not met' will be your overall outcome.

WHAT DOES MY OVERALL STATEMENT OUTCOME MEAN?

MET

This means you have been successful in communicating how you have developed all the attributes within a particular stream; you will be awarded that stream.

PARTIALLY MET

Partially met means that the panel may invite you to submit a little extra if they suspect that you might meet the Award criteria for each attribute if only you had been more explicit about your evidence. This is about fixing minor problems.

After this, if the assessors are satisfied that you have met the Award criteria, you will be awarded the stream and the panel will alert Registry to this add to your transcript.

If not, the panel will return your statement to you with advice on improvements to be made for a future submission.

NOT MET

The panel will give you feedback so that you can submit again, in the future, after working on how you communicate the evidence for each Imperial Award attribute. Discuss the feedback with your Personal Tutor or mentor and the improvements or adjustments that could be made.

IMPERIAL AWARD CRITERIA (AS USED BY THE ASSESSORS)

Carefully read the Imperial Award Criteria below and the definitions of Streams and Attributes in the Imperial Award Framework on the next two pages. These are used by assessors as the basis for checking whether your statement meets the Award requirements.

The overall stream outcome is equal to the lowest attribute outcome.

NOT MET	PARTIALLY MET	MET
<p>The assessor will regard the attribute as not met if:</p> <ul style="list-style-type: none"> ▲ The attribute is not discussed ▲ The attribute is merely described (not discussed) ▲ The attribute is only indicated by a mere example (not discussed) ▲ The attribute is only implicit (instead of explicit) ▲ The student does not demonstrate understanding of the attribute ▲ The discussion lacks reflection upon how the experience was transformative (caused the development of the attribute in the student). ▲ The student does not demonstrate independent engagement in the activity ▲ The experience discussed does not relate to the attributes and stream 	<p>The assessor will regard the attribute as partially met if:</p> <ul style="list-style-type: none"> ▲ The student has written a statement which explicitly reflected upon the attribute <i>and</i> ▲ The student demonstrates independent engagement in the activity <i>but</i> ▲ The student has not yet claimed and demonstrated transformation, impact or personal development <i>and/or</i> ▲ The student has not made links between the activity, impact, and the attribute 	<p>The assessor will regard the attribute as met if:</p> <ul style="list-style-type: none"> ▲ The attribute is explicitly reflected upon <i>and</i> ▲ The attribute is integrated into a critically considered argument, using experiences as evidence <i>and</i> ▲ The argument supports a clear and persuasive claim as to how independent engagement in the activities led to the transformative impact on the student and, where appropriate, others

PLAGIARISM

All statements for the Imperial Award will be submitted through the plagiarism detection software Turnitin.

Cheating offences and plagiarism are taken very seriously and are dealt with according to the College's Cheating Offences Policy & Procedures.

You can find out more information about plagiarism on the Library webpages:

imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness

COMPLAINTS

If you encounter any issues concerning the Imperial Award, we encourage you to contact us by email: imperialaward@imperial.ac.uk ▲

THE IMPERIAL AWARD FRAMEWORK



Stream one Independent, open-minded thought

Thinking for yourself and taking open-minded approaches to situations or tasks means that you draw on, but are not confined by, what you already know from your studies and from your life experiences. The four attributes can be discussed in relation to a single activity or may have been gained/demonstrated across several activities. Situations requiring independent thinking may have involved risks with no guarantee of success, and yet these situations can be highly transformative for you and others. The emphasis in this stream is on the student's ability to distinguish the different aspects of each attribute and relate them to their own thinking.



Stream two Effective teamwork

Imperial students have a strong tradition of group activities, however progressing beyond mere groupwork to effective teamwork requires an effort to understand teams, develop teamwork skills and apply them to enhance the team's activities. Students will use this stream to evidence their transformation into an effective contributor to a team, reflecting upon their impact on a team's operation and their contribution to team achievements.



Stream three Self-awareness and active self-management

Imperial students enjoy the reputation of people who can handle intense academic challenges. Many also enjoy a reputation for working to benefit society and for being achievers who can identify opportunities and have an impact, aware of the world beyond their own context. In this stream, students are required to demonstrate their emotional intelligence, to recall and reflect upon their own internal drivers and to consider their impact on others. Students will reflect upon instances and events which demonstrate attributes going to the core of their identity and their ability to manage transformation.

THE IMPERIAL AWARD ATTRIBUTES

Innovative approach

Applying your scientific or research knowledge, or skills, to improve an existing thing, or to develop, identify or establish something new.

Creativity

Generating ideas and applying them to develop an initiative, solve a problem, instigate a course of action, or bring value to an individual, situation, or process.

Practical, intelligent problem-solving

Identifying a solution and justifying it with intelligent reasoning.

Enterprising mind-set

Identifying opportunities and taking risks to develop outcomes relevant in society or that have an impact within an existing organisation.

Communication and active listening

Managing communication processes and the flow of information to ensure that teams work effectively and that there is a shared understanding.

Motivation

Understanding how you or others are motivated, using this understanding to help achieve a collective goal or aim.

Awareness of group dynamics and collaboration

Observing and understanding how others behave and interact; using individuals' different approaches and perspectives to benefit the team; and working with others to achieve a collective goal or aim.

Strategic mind-set

Contributing to effective leadership, enabling a team to achieve its collective goals or aims.

Critical self-analysis/self-evaluation

Considering personal strengths and opportunities for self-improvement, presenting a case or argument to justify behaviour or personal development.

Social conscience

Being conscious of how your values or ethos impacts the application of your expert skills, knowledge and experience and how your behaviour can affect others.

Recognising opportunities

Seizing and exploiting opportunities to further develop yourself.

Global mind-set

Appreciating broad social, cultural or international contexts and adapting behaviours and approaches in a range of diverse situations, showing self-awareness and empathy.

Glossary of terms

Activities	An activity is a source of personal experiences. It provides the context for your experiences. Independently engaging in an activity means that you were personally and directly involved in doing the activity.
Attributes	An attribute is personal characteristic, acquired because your transformative experience(s) have changed the way you think and, subsequently, act. The Imperial Award covers 12 attributes.
Award Criteria	The criteria used by the assessor's when assessing student statements, as shown in the Student Guide.
Descriptive writing	A style of writing only describing what you did and how you did it. In the context of the Imperial Award it weakens your claim because it lacks reflection on why an experience has caused you to develop the attributes.
Evaluation	You examine complex issues using your high-level cognitive skills. More focussed than a review. Leads to a solution, conclusion or recommendation.
Experiences	An experience is anything that has had impact upon you during your engagement in an activity.
Impact	The difference it makes to self, others or a situation. The difference between how things were before, and how things are now.
Life events	Experiences of handling challenges or opportunities in your life. Includes health, money, personal responsibilities, legal situations, etc.
Mapping	Mapping means correlating, findings matches/gaps between your experiences and the attributes. The online Portfolio contains a mapping tool.
Matrix	Automatically generated by the online portfolio, to summarise the links and gaps in your evidence for the 12 Award attributes.
Other activities	A catch-all category, in case we missed something.
Part-time work	Any type: does not have to be professional or degree-related

Personal development	Personal, as opposed to purely academic or professional, development of attributes
Portfolio (diary/journal)	Collecting your experiences into one document (folio). Add past experiences and then top-up regularly with new experiences.
Reflection	Looking back on your experiences; sifting for significant moments, transformative of the way you think and act.
Reflective Writing	Writing that reveals your deep, thoughtful reflection about the significance of your experiences in your personal development of the attributes. Description is limited, only providing context for the rest of the discussion.
Streams	Attributes are split into three different streams, each with a different emphasis. See Stream descriptors to understand the differences.
Transformation	Change in you which is probably irreversible. Evidence of transformation can be experiences with such a strong impact that they change the way you think and act.
Volunteering	Any volunteering could give you transformative experiences. Community, educational, health, engineering, medicine, environmental, Imperial College Union roles, STEMM ambassadors, etc.

