

Postgraduate Research Admissions Policy

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1. BACKGROUND

1.1. Admission to Postgraduate Research Programmes at Imperial College:

1.1.1. Consistently rated amongst the world's top universities, Imperial College London is a science-based institution with an international reputation for excellence in both teaching and research.

1.1.2. We provide both discipline-based and multidisciplinary postgraduate research programmes in science, engineering, business and medicine leading to the award of MPhil (one year programme), PhD, MD(Res) and EngD. These programmes are designed to prepare our research students for their future careers, whether in academia or industry. They are intended to benefit students of high ability, whatever their ethnic or national origin, religion, politics or gender in accordance with our Equal Opportunities Policy. In order to cope with, enjoy and succeed on these programmes, our students need to be extremely well-qualified on entry, see Section 3. This Postgraduate Research Admissions Policy is approved and monitored by the College's Quality Assurance and Enhancement Committee and is considered in line with the Quality Assurance Agency's (QAA) quality code and chapter on admissions, which is currently being revised. It is therefore expected that this policy will be reviewed and revised against the QAA expectations when this is published in November 2018.

1.2. Equal Opportunities Statement:

1.2.1. The College's mission is to maintain excellent standards of achievement in teaching and research in order to attract and admit students of the highest calibre, and its national and international reputation relies on the people who make up its diverse and high-achieving community. In pursuing its aim of excellence, Imperial adheres to a comprehensive policy of equal opportunities

which ensures that it does not discriminate against any individual, from the first point of contact through to graduation. Selection for entry is based on consideration of academic ability, motivation for study, interest in the subject area and the potential both to benefit from the experience and to contribute to College life. All applications are considered and evaluated on the basis of individual potential.

2. APPLICATION ROUTES AND DEADLINES

2.1. How to Apply:

2.1.1. All applications for admission to our postgraduate research programmes should be submitted online via the College website: www.imperial.ac.uk. Receipt of an application will be acknowledged, following which an initial assessment will be made by Admissions. The application will then be forwarded to the relevant Department which will consider suitability for a place. Applicants may be considered for two programme/research choices in one application round and these may be considered in parallel (i.e. simultaneously).

2.2. When to Apply:

2.2.1. Those wishing to study for a research degree can apply at any time in the year, as detailed in the prospectus: www.imperial.ac.uk/pgprospectus. The majority of research students start at the beginning of October, but an applicant can be admitted at any point in the year. Applicants are advised to consult the departmental website for information regarding the research interests of the Department and to make contact with a potential supervisor before making a formal application. International applicants should note that obtaining a visa can be a lengthy process and should ensure that they allow enough time to fulfil immigration requirements before the start date of their formal registration with the College.

3. ENTRANCE REQUIREMENTS

3.1. Academic Requirements:

3.1.1. We welcome applications from those who already possess the required qualifications or those who expect to obtain them before the research degree programme commences. Candidates will be required to have satisfied both the College general entrance requirements and the individual research programme requirements before they can join their chosen degree programme. Applicants should consult the individual departmental web pages on www.imperial.ac.uk for more specific guidance. The following paragraph outlines the College's minimum general entrance requirements for entry to our postgraduate research degree programmes:

- The College normally requires at least an upper second class honours degree **and** a Master's degree from an approved UK university / institution, or degrees approved by the College as of comparable standards awarded

by recognised overseas universities / institutions in subjects deemed appropriate for the programme to which admission is sought.

OR

- An MSci or MEng degree awarded with at least upper second class honours.

OR

- A qualification at FHEQ Level 7 such as; a registrable qualification in Medicine **or** a Master's degree, awarded by an approved UK university / institution, or qualifications approved by the College as of comparable standards awarded by recognised overseas universities / institutions in subjects deemed appropriate for the programme to which admission is sought.

OR

- A professional or other qualification obtained by written examinations and approved by the College for admission.

3.1.2 The College Registry, including the Senior Directorate of Academic Registrar, Director of Admissions and Student Support (Financial and International) and Deputy Head of Admissions, are responsible for publishing clear and definitive guidance to departments regarding the comparability of international qualifications and academic standards. This guidance will be reviewed annually based on best practice and established sector norms.

3.2. Special Cases

3.2.1. The College will consider applications where the individual's qualifications are at the required level, but where the grades achieved do not meet the College's normal minimum entry requirements. In such circumstances, it will be at the discretion of the admitting Department to make a special case, which will only be valid for someone who has considerable work experience that compensates for the degree grades being below the minimum requirement. If the Department wishes to offer a place to such an applicant, the Programme Director will make a case to the Director of Postgraduate Studies (or department equivalent) for consideration. Once a decision has been made it will be conveyed to the Programme Director and department administrator, who will submit the decision to Admissions for approval. Subject to these requirements being fulfilled, Admissions will then issue the offer.

3.3. Transfer of Registration Status

3.3.1. Research degree students may be permitted to transfer their research degree registration status from another university / institution to the Imperial College, in accordance with conditions approved by the College's Senate. Applicants accepted under these arrangements are required to follow a programme of

study at the College or not less than 12 months (full-time mode of study) or 24 months (part-time mode of study). For further details governing the transfer of registration review the relevant: [Transfer of Registration Status Policy - Research Degrees](#)

3.4. English Language Qualifications:

- 3.4.1. All programmes in the College are taught in English. To obtain maximum benefit from studies at the College **all** students must fulfil the College minimum English general entry requirement (referred to in the published English requirements as the Standard Level) from a College approved test. Some Departments may:
- A) Operate a Departmental English entry requirement above the College minimum (referred to in the published English requirements as the Higher Level). Applicants should view the departmental pages for specific information regarding the required English level.
 - B) Not accept the 'exemptions' to English entry requirements published by the College.
 - C) Not accept the College's pre-sessional English programme as a route to fulfilling the English entry requirement.
- 3.4.2. Students coming to the College for postgraduate study must normally have a minimum of grade B (pre 2017) or grade 6 (post 2017) in GCSE English Language or an acceptable alternative English Language qualification accepted by the College before admission can be confirmed.
- 3.4.3. Overseas applicants for whom English is not the first language must provide evidence of a satisfactory command of English before commencing the programme. Full details of our English language requirements can be found here:
www.imperial.ac.uk/study/pg/apply/requirements/english/
- 3.4.4. In addition to the above, students will also be assessed by the College's Centre for Academic English after they have registered and arrived at the College. After this assessment, students may be required to attend internal classes (free of charge), and may also have a further assessment as an integral part of their studies. This is to ensure that they are able to carry out their research successfully, are properly prepared to write the thesis and are able to defend it in the viva voce examination.
- 3.4.6. Overseas applicants who meet the English entry requirements, but who would like to improve their confidence in English are recommended to undertake the College's pre-sessional English programme prior to commencement of their research programme at Imperial. Once enrolled at Imperial, they may wish to attend in-house language classes which are available free of charge to all non-native English speaking students.

4. SELECTION POLICIES & PROCEDURES

4.1. Timetabling of Selection:

4.1.1. Selection for research programmes occurs throughout the year and all applications are given careful consideration. Some programmes may have specific deadlines, for example when combined with a one year Master's programme. Some Departments and schemes will restrict applications to particular times, either due to funding requirements or because the students are all admitted at a specific time. Students should look at the Departmental websites or the websites relating to that particular scheme for detailed information.

4.2. Selection Criteria:

4.2.1. While the specific selection criteria vary by research programme there are however, certain general points which are equally applicable to all departments.

(i) Interviews

4.2.2. All applicants must be interviewed before a formal offer of admission is made. This interview must be conducted by at least 1 and normally 2 members of staff in addition to the Director of Postgraduate Studies or the Head of Department or nominee. Interviews may be conducted as a video conference or teleconference if it is not possible for the candidate to visit the Department. Further information about an individual Department's interview processes, including its policy and practice on interviewing applicants based overseas are detailed on the individual departmental websites.

(ii) The References

4.2.3. References can be an important additional source of information of an applicant's suitability for study, experiences to date and verification of credentials for Selectors consideration. This may assist Selectors in determining who is called for interview and in determining whether an offer is made. The assessment of previous academic performance is of particular value, as are indications of the strength of an applicant's motivation to study the chosen subject at higher degree level. A professional reference can also be of use in establishing an applicant's postgraduate career development and is a requirement for certain programmes which stipulate relevant experience as an entry requirement. Departments reserve the right to process an unsuccessful outcome on an application prior to the receipt of references, where in their academic judgment the receipt of acceptable references would have no bearing on that outcome.

(iii) The Research Topic and Supervision

4.2.4. In order to assist in the processing of applications applicants should identify the research area (and if appropriate, specific project) and the Department in which

they wish to work. They should also include the name of their potential supervisor if they have already been in contact with an academic member of staff and reached an agreement about a suitable topic.

(iv) The Supporting Statement

4.2.5. The supporting statement should outline; the motivations for applying for the area of research, relevant academic and professional experience to date, interests, future career aspirations, as well as the ability to gain from and contribute to the College community

4.3. Applicants with Disabilities:

4.3.1. The College's policy is to consider all applications solely on academic grounds. However, any reasonable adjustments that may be necessary will be put in place to enable all students to compete on an equal basis. It is important therefore that the College is informed of any disability well in advance so that early discussion can take place to determine the reasonable adjustments that it may be possible to put in place. Every effort is made to ensure that our research programmes are accessible, but occasionally, due to the nature of the programme competency standards, it may not be possible to make the necessary adjustments to enable an individual candidate to undertake a particular research programme. We therefore encourage those with disabilities to contact us as early as possible and preferably before making an application, indicating the research area they are interested in together with the nature of the disability so that a meeting can be arranged to discuss any adjustments that may need to be made. The Disability Advisory Service (DAS), works closely with the Registry, the Student Accommodation Centre and academic departments to provide a variety of support initiatives that enable students to access their studies successfully. The Disability Advisers are available to discuss on a confidential basis any issues of concern which people with disabilities may have and can advise on necessary documentary evidence that may be required.

4.3.2. More information can be found here:

<http://www3.imperial.ac.uk/disabilityadvisoryservice>

4.3.3. In accordance with the Equality Act 2010 the College's Disability Equality Scheme is available at:

<http://www3.imperial.ac.uk/hr/equality/disability/disabilityequalityscheme>

This document can also be made available in ordinary or large print. Should a Braille or taped version be required this can also be arranged on request.

4.4. Criminal Convictions:

4.4.1. Applicants for medical programmes who declare a criminal conviction should note that whilst we do not wish to penalise an ex-offender the College does have a duty of care to its wider community and there may be occasions when an academically suitable applicant will be refused entry.

4.4.2. The College's policy is that applicants who declare a criminal conviction at the point of application are initially reviewed on the same academic grounds that apply to all applicants. It is the responsibility of applicants to inform the College of any convictions occurring after an application has been submitted and throughout any period of registration as a Student of the College.

4.4.3. The relevant Policy for the admission of applicants who disclose a criminal conviction can be found here:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/admissions/>

5. CHECKING THE STATUS OF AN APPLICATION

5.1. The acknowledgment email sent to applicants following receipt of the application contains information regarding how to track your application via the College's online system.

6. ACCEPTING OUR OFFER & CONTRACT OF ADMISSION

6.1. All offers for a place on postgraduate research programme are transmitted electronically via the College's applicant portal, subject to the details outlined in 5.1. Any offer of a place made by the College is made on the basis of the applicant's:

- Acceptance of the College's rules and regulations as published and amended from time to time. Acceptance of the following statement: *The College prospectus and website describes the programmes offered by the College. Further documents describe the educational services offered by the College, the regulations governing the conduct of students and details of registration and assessment. Further details can be found at <http://www3.imperial.ac.uk/students> The College takes all reasonable steps to provide the educational services described in the prospectus and in the documents listed, but it does not guarantee the provision of such services. Should industrial action or circumstances beyond the control of the College interfere with its ability to provide educational services, the College undertakes to use all reasonable steps to minimise any resultant disruption.*
- Payment of the fees required for the programme and any other fees for services offered by the College and accepted, such as accommodation.
- Ensuring that statements made in applying for entry are accurate, as the discovery of false statements or omissions may lead to the offer being withdrawn (or in the case of students registered, to their registration being terminated).

7. FEEDBACK TO UNSUCCESSFUL APPLICANTS

7.1. The College receives a large number of applications for every place and, as entry is very competitive, it is unable to make offers to all applicants. The

College acknowledges that it is important that unsuccessful applicants are informed as early as possible so that they can consider other options. We will provide feedback to all unsuccessful postgraduate applicants at their request, but we may not always be able to provide a level of specificity requested.

7.2. When to request feedback:

7.2.1. Feedback can only be requested during the application cycle in which the application was made.

7.3. How to request feedback:

7.3.1. Applicants should request feedback by emailing the appropriate admissions team, details can be found at:
<http://www3.imperial.ac.uk/registry/abouttheregistry/contacts#admissions>
quoting their full name, College ID number and the programme applied for. Please note the College cannot provide feedback to third parties such as parents, guardians, teachers or referees without the express written permission of the applicant.

7.4. How you will receive feedback:

7.4.1. Feedback will be issued via an email (normally within 15 working days of a request being made).

8. APPEALS AND COMPLAINTS

8.1. Please note that you may not appeal against the academic or professional judgement of those making a decision but you may appeal the decision if you believe an administrative error has occurred in the processing of your application. For further information see:
<http://www.imperial.ac.uk/students/terms-and-conditions/appeals/>

9. APPLICANT CONDUCT

9.1 The College is committed to ensuring that any and all interactions with our applicants are conducted in a professional, courteous and respectful manner in line with Imperial Expectations. The College will also expect applicants to conduct their interactions with the College and its community in line with these principles.

The College will not tolerate inappropriate, offensive or abusive behaviour during the admission process or communications deemed to be malicious and that have the potential to bring the College's reputation into disrepute. Hostile or inappropriate behaviour, including excess levels of contact will be viewed

seriously and may adversely affect the consideration of an applicant for admissions, an appeal or a complaint.

The College will normally warn an applicant if their behaviour, communication or interactions are judged to be inappropriate prior to taking any further action, but may in extreme cases take action with no warning. Such actions may include rejecting an application made, or withdrawing an offer made. Conduct that constitutes a criminal offence may also be reported to relevant authorities.

10. DATA PROTECTION

- 10.1 The College will process applicant data in line with the Privacy Notice for Students and Prospective Students, which can be access at: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf> and in accordance with any applicable data protection laws in England and Wales, including from 25 May 2018 the EU General Data Protection Regulation 2016/679 (GDPR). The College is the data controller of your personal data. The College has appointed a Data Protection Officer, who can be contacted via email at dpo@imperial.ac.uk, via telephone on 20 7594 3502 and via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

Approved by QAEC
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