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Section one

Initial information
1.1 Welcome from the Director of Postgraduate Studies (Research)

Welcome to the Department of Bioengineering at Imperial College and congratulations on the start of your research degree!

Research at doctoral level is not for the faint-hearted; it is a journey that ranges from being enthralling to frustrating. It can be invigorating, yet at times it will challenge or even irritate you. It can be a roller-coaster of a ride!

Completing your degree requires not only research skills, but also organisational ones. Many people in the Department and College are here to help you navigate your way through these obstacles; this handbook is designed to guide you and help you discover who you should be talking to or asking for help. You should make yourself aware of its contents at the start of your programme, keep it, and refer to it throughout your studies.

I wish you enjoyment in your research and a successful conclusion to your endeavours, and I look forward to meeting you in person.

Dr Anil Anthony Bharath
Director of Postgraduate Studies (Research)
1.2 Using this handbook

Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case.

The information provided in this handbook relates only to the academic year specified on the front cover.

The handbook contains very important information for your academic life, and also for your life at Imperial College London outside of study. You should read the handbook as soon as possible after you receive it so that if an issue arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of the autumn term, and you will also be able to access the PDF document online from the current research students page of the Department of Bioengineering website.

Included in this handbook is essential information about:
- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- Undertaking a research degree.

There are a number of other important sources of information from the Department, and we would encourage you to make use of these:
- Useful links, and other relevant information can be accessed via the current research students page on the Department of Bioengineering webpages, at http://www.imperial.ac.uk/bioengineering/admin/research/.
- There is an information board outside the Student Office(3.21c, RSM)
- Important information will be communicated to you via email, so please ensure you check your College email address regularly.

Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case.

The information provided in this handbook relates only to the academic year specified on the front cover.
1.3 Important procedures

From time to time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problems.

1. If there is any fire, medical or security emergency:
   Immediately telephone security, internal extension no. 4444 (internal) or from an external phone +44(0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999.
   If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.
   Read more about our Health and Safety procedures in Sections 3.14 and 3.15 - Health and Safety.

2. If you are ill and think you may miss an assessment or other important assignment:
   You should do both of the following:
   a. Immediately contact the Department via one of the below channels:
      i. Student Office: Ms Britta Ross: +44 (0) 20 7594 5122 (b.ross@imperial.ac.uk or samantha.kemp@imperial.ac.uk)
      ii. Your Supervisor
      iii. Postgraduate Tutor: Professor Rob Krams : + 44 (0)20 7594 1473 (r.krams@imperial.ac.uk)
   b. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
      i. If you miss an exam for medical reasons, the College requires a valid medical certificate, issued by a registered doctor, stating that you were unfit to take an exam at the dates/times of the exam to be presented within a week. This certificate is shown to the Board of Examiners meeting for them to consider a replacement exam. Otherwise the exam is considered to have been failed.
      ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
      iii. Imperial College Health Centre: +44 (0) 20 7584 6301 (imperialcollege.hc@nhs.net)

3. If you, or a friend, are/is suffering stress or depression:
   a. Contact the Health Centre (details above) or the Student Counselling Service: +44 (0)20 7594 9637 (counselling@imperial.ac.uk)
   b. If you feel you can, contact someone in the Department such as the Postgraduate Tutor or the Student Office:
      i. Postgraduate Tutor: Professor Rob Krams+ 44 (0)20 7594 1473 (r.krams@imperial.ac.uk)
      ii. Student Office: Ms Britta Ross: +44 (0)20 7594 5122 (b.ross@imperial.ac.uk)
      iii. Your supervisor
c. The Student Space website has lots of useful information on dealing with stress, and where to find additional help and support: http://www.imperial.ac.uk/student-space/

4. Illness, absence, or inability to submit coursework

1. If you have to be absent through illness or for any other personal reasons, you must let the Student Office (details above) know as soon as possible. If you are likely to miss an important deadline, please see ensure you contact your Supervisor/the Student Office without delay.

2. It is important that you familiarise yourself with the information about absences in Section 4.28 – ‘Departmental expectations on attendance and holidays’.
1.4 Useful dates for the academic year 2016-17

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Term</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>03 – 07 October 2016</td>
<td>Autumn</td>
<td>Christmas Day – 25 December 2016</td>
</tr>
<tr>
<td>02</td>
<td>10 – 14 October 2016</td>
<td>Autumn</td>
<td>Boxing Day - 26 December 2016</td>
</tr>
<tr>
<td>03</td>
<td>17-21 October 2016</td>
<td>Autumn</td>
<td>New Year’s Day – 01 January 2017</td>
</tr>
<tr>
<td>04</td>
<td>24 – 28 October 2016</td>
<td>Autumn</td>
<td>Good Friday – 14 April 2017</td>
</tr>
<tr>
<td>05</td>
<td>31 October – 4 November 2016</td>
<td>Autumn</td>
<td>Easter Monday – 17 April 2017</td>
</tr>
<tr>
<td>06</td>
<td>07 – 11 November 2016</td>
<td>Autumn</td>
<td>Early May Bank Holiday – 01 May 2017</td>
</tr>
<tr>
<td>07</td>
<td>14 – 18 November 2016</td>
<td>Autumn</td>
<td>Spring Bank Holiday – 29 May 2017</td>
</tr>
<tr>
<td>08</td>
<td>21 – 25 November 2016</td>
<td>Autumn</td>
<td>Summer Bank Holiday – 28 August 2017</td>
</tr>
<tr>
<td>09</td>
<td>28 November – 02 December 2016</td>
<td>Autumn</td>
<td>College Closure Dates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note – access to RSM is restricted</td>
</tr>
<tr>
<td>11</td>
<td>12 – 16 December 2016</td>
<td>Autumn</td>
<td>Easter 2017: 12 April – 18 April 2017</td>
</tr>
<tr>
<td>12</td>
<td>19 – 23 December 2016</td>
<td>Christmas</td>
<td>Graduation Ceremonies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commemoration Day: 19 October 2016</td>
</tr>
<tr>
<td>13</td>
<td>26 – 30 December 2016</td>
<td>Christmas</td>
<td>Postgraduate Awards Day: 3 May 2017</td>
</tr>
<tr>
<td>14</td>
<td>02-06 January 2017</td>
<td>Christmas</td>
<td>Reading week</td>
</tr>
<tr>
<td>1 (15)</td>
<td>09 – 13 January 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>2 (16)</td>
<td>16 – 20 January 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>3 (17)</td>
<td>23 – 27 January 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>4 (18)</td>
<td>30 January – 03 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>5 (19)</td>
<td>06 – 10 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>6 (20)</td>
<td>13 – 17 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>7 (21)</td>
<td>20 – 24 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>8 (22)</td>
<td>27 February – 03 March 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>9 (23)</td>
<td>06 – 10 March 2017</td>
<td>Spring</td>
<td></td>
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<tr>
<td>10 (24)</td>
<td>13 – 17 March 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>11 (25)</td>
<td>20 -24 March 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27 – 31 March 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>03 – 07 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>10 – 14 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>17 – 21 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>24 – 28 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>1 (31)</td>
<td>01 – 05 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>2 (32)</td>
<td>08 – 12 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>3 (33)</td>
<td>15 – 19 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>4 (34)</td>
<td>22 – 26 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>5 (35)</td>
<td>29 May – 02 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>6 (36)</td>
<td>05 – 09 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>7 (37)</td>
<td>12 – 16 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>8 (38)</td>
<td>19 – 23 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>9 (39)</td>
<td>26 – 30 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>

You can also find useful information about key dates on the following websites:
- [http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/](http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/)
- [http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)
1.5 Your student journey

Overview
As a research postgraduate, you've already spent a significant amount of time at university, whether here at Imperial College London or elsewhere. Congratulations on your achievements so far; you’ve joined the leading Department for Bioengineering in the UK, at one of the best universities in the world.

Your programme of research and study in Bioengineering will be complemented by a comprehensive programme of professional development, delivered by Imperial’s Graduate School. This is a critical part of postgraduate study at Imperial. It includes over 100 free professional development courses to enable you to continually develop as a researcher and gain skills that will benefit your career.

You will all have a different journey, and different experiences during your time at Imperial. In the Department, you will find many of your colleagues are studying and working on very different topics. This will be very beneficial for you in developing an interdisciplinary outlook, as it offers opportunities to engage with colleagues who specialise in different areas and have different background knowledge.

Bear in mind that some things at Imperial may be very different to previous institutions at which you may have studied. It is best not to make assumptions about rules and what you have to do– always ask your Supervisor, or the Student Office if you’re not sure of something.

We hope that you will find the Department of Bioengineering to be a lively, inspiring place. As you know, university students are expected to take responsibility for their own learning and welfare, but there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

You may have moved from another university to attend Imperial College London, or perhaps you’ve moved internationally. It can take some time to adapt to the changes and you may feel overwhelmed. We understand this and would recommend you get involved with Departmental life and also explore some of the clubs and societies outside of your academic area. London is a fantastic city so make sure you do some exploring as well.

Later in the handbook, there is a list of people and/or resources which you may find useful throughout your degree.

Registration & Collecting your ID Card
You will need to register online via the Student e-Service facility as soon as possible after arriving, if you have not done so already. Instructions on how to do this should have been sent to you by the Registry but if you have forgotten your password, or are unable to log on to Student e-Service, please email admissions.enquiries@imperial.ac.uk, providing them with your CID number.

Within the Student e-Service facility you can upload a recent photograph of yourself (conforming to Passport standards) for your College Identity Card; you will need this card to gain access to your Department and other College facilities. If you cannot upload a photo, or do not have a suitable one, you should go to the ID Card Office (Security) on level 1 of the Sherfield Building to have your photograph taken.

Before you can be issued with your ID card you will need to complete the Departmental safety induction. Once completed, please collect your ID card from the Student Office. Continuing postgraduates will need to re-register online each academic year, prior to the start of term, to confirm their attendance.
Postgraduate English Requirements

All postgraduate research students who are non-native English speakers must demonstrate an appropriate level of English writing competence before the PhD is awarded. This is done by their fulfilment of the PGR English Requirement, explained below:

- Postgraduate research students who are not native speakers of English must fulfil the Imperial College London Postgraduate English Requirement as soon as possible after registering for their PhD. This requirement is separate from and in addition to meeting the College entry requirements (IELTS, TOEFL, etc.). Information about the requirement and courses offered by the Centre for Academic English can be found here:
  - [http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/](http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/)
  - [http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-writing-courses/](http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-writing-courses/)

- Unless exempt, all new non-native English speaking PhD students are required to take the Centre for Academic English (CfAE) English Assessment 1 after registering for their PhD (assessments take place in September/October, January, March and June). This is an internal Imperial College assessment of a student’s written English competence that relates to the academic language demands of producing a PhD thesis in Science, Technology, Engineering or Medicine (STEM) subjects. It is completely separate from the College English entry requirement (IELTS, TOEFL, etc.). The purpose of English Assessment 1 is to identify any students needing language support so that they may receive such support as early on in their PhD as possible.

- Students are strongly encouraged to review the Centre for Academic English website for more information on the different English assessments, the support which is available (such as additional modules), required levels of proficiency and future dates of re-assessment.

Exemptions

Students with a minimum English language proficiency of IELTS 8.0 overall (or equivalent test scores: TOEFL score of 110 overall or higher, Pearson PTE score of 76 overall or higher), or those who have studied a full undergraduate degree in a majority English speaking country will receive an email from the CfAE confirming formal exemption from the Imperial College London Postgraduate English Requirement within two weeks of enrolling onto their PhD programme.

If exemption is granted on this basis, the student does not need to take an English assessment, but is still eligible to take advantage of our higher level courses, workshops and 1:1 consultations at any point during the PhD.

Visit the Centre for Academic English website for full details of the requirement, assessments and range of courses: [www.imperial.ac.uk/academic-english/phd-students](http://www.imperial.ac.uk/academic-english/phd-students)
1.6 Who to speak to if you need help

There are a lot of people and resources in place to support you during your time at Imperial College London. Don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can.

Contacts in the Department of Bioengineering

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with?</th>
<th>How to contact them</th>
</tr>
</thead>
</table>
| Your supervisor | Academic issues  
Personal matters  
Training and development | You will need to agree arrangements with your supervisor for making contact. |
| Your cohort mentor | Pastoral care and informal consultation  
Advice on personal or financial matters  
There will be three cohort mentors appointed for 2015-16, each responsible for a maximum of 10 students. | You will need to agree arrangements with your cohort mentor for making contact. |
| The Director of Postgraduate Studies (Research): Dr Anil Bharath | Administration of the Department’s research degree programmes  
Student admissions and monitoring of student progress.  
Academic advice in cases where a student’s supervisor cannot help.  
General questions about postgraduate training in the Department. | a.bharath@imperial.ac.uk  
+44 (0)20 7594 5463 |
| The Deputy Director of Postgraduate Studies: Dr Sylvain Ladame | Academic administration of the Department’s research student training  
Advice in the absence of the Director of Postgraduate Studies | s.ladame@imperial.ac.uk  
+44 (0)20 7594 5308 |
| The Postgraduate Tutor: Professor Rob Krams | Overall responsibility for the welfare of the Department’s research students  
Oversees the cohort mentor scheme. Advice on matters that you would rather not discuss with your supervisor or mentor. | r.krams@imperial.ac.uk  
+44 (0)20 7594 1473 |
| The Student Office | Timetabling  
Teaching policies and procedures  
Illness and absences  
Interruption of studies  
Mitigating circumstances  
Admissions  
Programme administration  
Examinations | l.osullivan@imperial.ac.uk  
+44 (0)20 7594 9660  
b.ross@imperial.ac.uk  
+44 (0) 20 7594 5122  
m.obrien@imperial.ac.uk  
+44 (0) 20 7594 9296  
samantha.kemp@imperial.ac.uk  
+44 (0)20 7594 9115  
t.glenister@imperial.ac.uk  
+44 (0)20 7594 2259 |
| Department Disability Officer: Dr Aldo Faisal | Disabilities and additional support | bg-ddo@imperial.ac.uk  
+44 (0) 20 7594 6373 |
| Industrial Liaison Manager: Mr Robert Ferguson | Industrial placements  
Networking, contacts and careers | robert.ferguson@imperial.ac.uk  
+44 (0) 20 7594 6371 |
| Bioengineering Librarian: Ms Mano Jacob | Referencing and reference management software, plagiarism workshops, finding books, and using e-journals. | mano.jacob@imperial.ac.uk  
+44 (0)20 7594 5598 |
| Student representatives | Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union | http://www.imperial.ac.uk/bioengineering/admin/research/srs/ |
## College-wide resources

Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student Space website</td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a></td>
</tr>
<tr>
<td>College tutors</td>
<td>Confidential support for students, independent of your academic department, where you can discuss academic issues and all aspects of pastoral care.</td>
<td><a href="http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/">http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/</a></td>
</tr>
</tbody>
</table>
| Imperial College Security       | In case of any kind of fire, medical emergency, or threat, contact Security immediately.                                                                                                                                                                                                                                                                     | security.control@imperial.ac.uk  
+44 (0) 20 7589 1000  
Dial 4444 from any internal telephone. |
| Imperial College Health Centre  | Doctors and nurses are available to provide care for a range of medical and psychological problems.                                                                                                                                                                                                                                                          | imperialcollege.hc@nhs.net  
+44 (0)207 58 49375/6  
http://www.imperialcollegehealthcentre.co.uk |
| Student Counselling Service     | Free and confidential short-term counselling is available to all students, to discuss any personal issue.                                                                                                                                                                                                                                                     | http://www.imperial.ac.uk/counselling/                                          |
| Student Hub                     | Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.                                                                                                                                                                                                                  | http://www.imperial.ac.uk/student-hub/                                          |
| International Student Support   | General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).                                                                                                                                                                                                                                      | https://www.imperial.ac.uk/study/international-students/                        |
|                                 |                                                                                                                                                                                                                                                                                                                                                             | +44 (0) 20 7594 8040                                                          |
| Chaplaincy                      | Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.                                                                                                                                                                                                                                      | http://www.imperial.ac.uk/chaplaincy/                                           |
| Centre for Academic English     | The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.                                                                                                                                                                                                                                          | http://www.imperial.ac.uk/academic-english                                       |
| Imperial College Union Advice Centre | The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.                                                                                                                                                                                                                                             | https://www.imperialcollegeunion.org/advice                                     |
| Imperial College Graduate Students Union | The Graduate Students’ Union (GSU) is the representative body within the Imperial College Union for the postgraduate community across all Imperial campuses.                                                                                                                                                                                                 | https://union.ic.ac.uk/president/s/gsu/                                          |
| Imperial College Success Guides | Advice on developing the skills that you will need to help you through your degree.                                                                                                                                                                                                                                                                              | http://www.imperial.ac.uk/graduates/success-guide/                             |
| Careers Service                 | The Careers Service provides information on work placements, job opportunities, further study and careers advice.                                                                                                                                                                                                                                               | http://www.imperial.ac.uk/careers/                                              |
1.7 The Graduate School

Welcome from Professor Sue Gibson, Director of the Graduate School

Academic Departments, the Graduate School and the Graduate Students’ Union work closely together to ensure opportunity is provided for an excellent and internationally renowned research experience.

As part of this commitment to you, the Graduate School has developed a programme of professional skills courses, covering a broad range of themes, for example, personal effectiveness, writing skills, presentation skills, project management and leadership skills, all of which have been tailored to suit the different stages of your research degree. The skills developed during these courses are highly valued in the job market.

Graduate School courses are free of charge to Imperial research students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk). You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you. The current programme can be viewed at: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show, the 3 minute thesis competition as well as the Research Symposium. I would encourage you to take part in these activities – there are times when it can feel lonely as a research student and these events are an opportunity to be part of the wider research student community. In addition, many of the advances in science, engineering, medicine and business occur at the boundaries between disciplines and meeting students from other Departments and Faculties offers opportunity to enrich your research.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial, but it will also prepare you for your future careers. We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses. I encourage you to explore and engage with the diverse range of opportunities on offer from the graduate school and I wish you well in your studies.

Janet De Wilde
1.8 Welcome from the Graduate Students’ Union

I am delighted to welcome you to Imperial, and to the Graduate Students’ Union (GSU). I hope that your time here will be fulfilling and valuable, and the GSU is here to try and facilitate this.

Imperial College London is such a wonderful and transformative place that provides a unique and thrilling environment for research and for advanced studies, and the graduate students are a vital and valued part of the wider community of Imperial. Our graduate students are at the forefront of the research done. Therefore, at the GSU we ensure that the experience here fosters both academic achievement and personal development in our students.

The GSU is a University-wide representative body for postgraduate students at Imperial. It promotes the interests and welfare of its members, provides social and recreational activities and advocate for you and your opinions to the University and bodies external to the university. I encourage you to become an active member of the GSU– through involvement in your departments and the many University societies, and through our representational and campaigning activities.

I wish you all a fantastic time here at Imperial. Please take advantage of our rich community, and hope to meet you all soon.

Ahmed Shamso
gsu.president@imperial.ac.uk
Section two

Your research degree
# 2.9 PhD programme framework and milestones*

This document has been slightly modified from Registry guidelines. Find out more at: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/).

NB: All assessment should be by at least one assessor that is independent from the research “group” i.e. from the project and supervisor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Aim</th>
<th>Possible outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 31 October</td>
<td>Non-native English speaking students need to take English Assessment 1, if required</td>
<td>To: 1) ensure communication between the student and the supervisor  2) provide description of possible project  3) assess potential of project</td>
<td>1) Progress  2) Re-submit</td>
</tr>
<tr>
<td>6-12 WEEKS</td>
<td>Plan of study (typically 2-4 pages)  English Assessment 1 (if applicable)</td>
<td>Substantial report (typically 20-30 pages) to include: 1) Literature review  2) Plan for future work  3) Results to date, if any  Oral presentation (Viva or seminar)  Professional Skills Development requirement  English Assessment 2 (if still not met the Postgraduate English Requirement)</td>
<td>To show the student has: 1) an understanding of the field of research  2) a critical awareness of the relevant literature  3) an understanding of the direction of their project  4) the potential to pursue research.  Data may be minimal and more indicative of ability to perform.</td>
</tr>
<tr>
<td>By 9 MONTHS</td>
<td>Early Stage Assessment (ESA) Milestone</td>
<td>The form of this review is determined by the student's department but typically would include: A presentation  A Plan of future work</td>
<td>To establish that the student: 1) understands research problem adequately  2) has a critical awareness of the relevant literature on the subject  3) has a reasonable plan for future work  4) has the capacity to pursue research  5) will complete within the registration period</td>
</tr>
<tr>
<td>18-24 MONTHS</td>
<td>Late Stage Review (LSR) Milestone</td>
<td>Students would normally register as writing up (before 31st December 2013) or Completing Research Status (CRS) from 1st January 2014</td>
<td>1) Progress  2) Re-submit (within 3 months of first submission)  3) Transfer to MPhil registration and write up  4) Fail/withdraw</td>
</tr>
<tr>
<td>37 MONTHS</td>
<td>Students would normally register as writing up (before 31st December 2013) or Completing Research Status (CRS) from 1st January 2014</td>
<td>Students are required to submit a research degree examination entry form no later than 44 months after initial registration for the research degree</td>
<td>Students should have the opportunity to submit a confidential report (not seen by supervisor) to their Director of Postgraduate Study (DPS) or Postgraduate Tutor; the Student Office will send reminders of this with each milestone. Or can use our always accessible <a href="https://imperial.eu.qualtrics.com/SE/?SID=SV_2lx02eW8xvZNNFr">PhD Bioengineering Confidential report form</a></td>
</tr>
</tbody>
</table>

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*This document has been slightly modified from Registry guidelines. Find out more at: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/). NB: All assessment should be by at least one assessor that is independent from the research “group” i.e. from the project and supervisor.*
*For full-time PhD students who registered on or after 28th September 2013 (to include compulsory completion of online plagiarism awareness course.

2.10 Procedures and assessments for Research Students

Research Proposal Confirmation
The College requires all new research students to submit a plan of their proposed research 6-12 weeks after starting. However, the Department asks you to submit this within 8 weeks to allow time for Departmental approval and any corrections before final confirmation is sent to Registry.

The research plan is an important document as it is the basis against which your future progress will be measured. The plan should be completed in conjunction with your supervisor and should include a methodological approach, potential difficulties and back-up strategies as well as a timeline.

The research plan should be submitted via Blackboard with the form being submitted via hardcopy to Student Office, RSM 3.21c. Further details on submission will be emailed to you nearer to your deadline.

Early Stage Assessment and Late Stage Review
All research students register directly for the degree of PhD/MD(Res). The College requires that – following the Research Proposal Confirmation (RPC) – progress during registration must be formally monitored at two key stages:

- At 9 months for full-time students (18 months for part-time students), and;
- Between 18 and 24 months for full-time students (30-36 months for part-time students).

Early Stage Assessment (ESA)
All students must undergo an assessment of their research potential at 9 months to determine whether registration for the PhD can continue. This means, at the 9-months-mark, the ESA report, the seminar and potential viva voce examinations need to be completed. Hence the ESA report is submitted at 8 months.

The purpose of the ESA is to confirm that you have:
- An understanding of your field of research and the direction of your project
- The potential to pursue independent research

Data presented at this stage may be minimal but should be indicative of your ability to perform. Where appropriate, the assessment will also consider whether you need English language support.

Bioengineering ESA requirements are:
- Submission of a written report
- Giving a seminar
- If necessary, undertaking a viva voce examination

Your report should be no more than 20 pages in length -and no more than 9,000 words including captions, appendices and references. Please ensure you keep to this limit as reports over the word limit will NOT be accepted; you will be asked to re-write the report to meet the requirement. You should include the word count on the front of your report.

Reports with inadequate quality of written English and poor structure will be returned, and you will have 3 days to rewrite/correct the report. Use spellchecking, and make sure that you are consistently using the version of English spellchecker i.e. do not swap between US and British spelling.
conventions. All symbols must be defined and equations should be dimensionally correct. Figure axes must be correctly labelled.

**Get feedback on your writing style from a colleague or friend.** Any scientists (and many non-scientists) can give constructive feedback on writing, so impose on friends, family and office-mates to look at your report with a critical eye. Ensure that you allow sufficient time to send a draft of the report to your supervisor(s), so that you can get critical feedback from them as well.

**The proposed structure of the report is the following,** unless your supervisor asks to use another one:

<table>
<thead>
<tr>
<th>Title page (not included in page count)** (copy at the end of this document)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Abstract</td>
</tr>
<tr>
<td>-Background/literature review</td>
</tr>
<tr>
<td>-Research strategies/methods</td>
</tr>
<tr>
<td>-Progress to date</td>
</tr>
<tr>
<td>-Plan to completion (Gant chart)</td>
</tr>
</tbody>
</table>

References (not included in page count)

When writing your report, please ensure you are familiar with the College policy on plagiarism – see details on the College website here: [http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/](http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/)

The ESA report should be submitted via Blackboard with the ESA-FORM being submitted via hardcopy to the Student Office, RSM 3.21c. Further details on submission will be emailed to you nearer to your deadline.

You should discuss the submission deadline with your supervisor and ensure that you send a draft report to them to get feedback well in advance of the deadline. Extensions will not be given to accommodate those whose supervisors are on leave from the College.

Your report will examined by two independent academic staff (assessors). The assessors will be selected by the Director of Postgraduate Studies, in consultation with your supervisor and with regard to the involvement of other departments in the project. You are encouraged to get feedback on your report from your supervisor at an early stage in the writing process.

Seminars will be 20 minutes duration plus 15 minutes questions and will normally be part of a research day where other ESA talks are also heard. Your supervisor(s) and assessors will be present at the seminar and question session, along with other members of the Department's academic staff, including at least one member of the Postgraduate Committee, to ensure consistency. Assessors and the Postgraduate Committee meet directly after the seminars to discuss the reports and presentations and decide upon results. Final decisions will be made by the two assessors – sometimes in agreement with academic staff present during the ESA talk and question session.

**Possible outcomes**

There are four possible outcomes of the ESA:

1. Pass (continuation of PhD registration)
2. Resubmission/re-assessment within 2 months
3. Transfer registration to MPhil status
4. Failure (withdrawal from College)

An interview or viva voce examination will be required only if the two assessors are dissatisfied by the report, talk, or handling of questions at the talk (this decision to be made in the absence of the
supervisor), or if the supervisor signals problems. Interviews will be conducted by the two assessors.

If a student is asked to resubmit, this must be done within 2 months at the most. Only one resubmission will be allowed. Resubmitting students will be provided with a clear written statement on which areas of the report were below standard and why.

In the event of failure, the student may be required to withdraw from College or transfer to MPhil status, in which case they will be given guidance on how to write up for MPhil within a 24-month deadline. Failure decisions will require consultation with the supervisor and Director of Postgraduate Studies.

Results will normally be communicated to the student within a week of the seminar. Once students have been informed of their result, they should arrange to meet with their assessors to collect their reports and obtain more detailed feedback.

**English Language Requirements**

Students who are required to take an English test at ESA should do this as close to the date of the ESA as possible (before the ESA seminar if possible). Progression will not be confirmed until the results of the English test have been received. Please contact the Centre for Academic English (english@imperial.ac.uk) to check the date of their next test at ESA.

**Graduate School Professional Skills Development course requirement**

You must fulfil the Graduate School Professional Skills Development and Online Plagiarism Awareness course requirements before the Early Stage Assessment. Failure to do so may result in transferring your status from PhD to MPhil.

**Late Stage Review (LSR)**

A second review of a student’s PhD research ability must be undertaken between 18 and 24 months (between 30 and 36 months for part-time students) after the date of initial registration. MD(Res) students who submit an exam entry between months 18 and 24 may be exempt from this requirement.

In Bioengineering, the purpose of the LSR is to confirm that the student has:
- A realistic research plan and schedule for completion within the registration period
- An in-depth understanding of the research topic
- The ability to communicate their research
- The capacity to make contributions to their research field
- A critical awareness of the relevant literature on the subject

You will be required to present a poster detailing your achievements and a research plan, and give a brief oral presentation.

The poster presentation may take place on a dedicated day in the Department. Each poster and the complementary oral presentation will be evaluated by at least two members of academic staff who are not involved in the supervision of the student, with one exceptional poster being put forward to the Graduate School Research Symposium’s poster competition.

Please note that minor changes may be made to the LSR in response to student and staff feedback on the process.

**Possible outcomes**

Possible outcome of the Late Stage Review are the same as those for the ESA, however any resubmission at this stage should be completed within 3 months.

**Assessment Deadlines**
The Student Office will contact you with deadline reminders and further information about your assessments at the appropriate time. You can also find additional information and guidance on the ESA/LSR at [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/).

The Departmental Policy on Late Submission of Assessment Work

Students who have submitted their work late should let the Student Office know if there are any mitigating circumstances that may have caused the late submission. It will be up to the discretion of the examiners as to whether they accept work that has been submitted after the deadline. If it is accepted, the examiners will consider the fact that the submission was late during the examiners’ meeting on the seminar day for ESAs, and after the poster session for LSRs. This may have implications on the final result.

As previously mentioned, failure to fulfil the PGR English, Professional Skills Development and Online Plagiarism Awareness course requirements in time may result in transferring your status from PhD to MPhil.

Completing your studies and submitting your thesis

Default registration for PhD students is 3 years, however all full-time students must submit their theses within 4 years of initial registration. Before the end of your third year, the Student Office will contact you to ask your plans for your fourth year. At this point, students may either extend their registration for part or all of the fourth year (on payment of full tuition fees), move to Completing Research Status or Writing-Up Away from College.

Writing up

Research students are currently permitted to write up their thesis in College for up to twelve months immediately following the end of their registration on payment of a £200 registration fee. This is referred to as Completing Research Status (CRS). You may only enter CRS once you have completed all experimental/lab work. This means that you will not have access to the labs while you are in CRS.

CRS gives you continued student status and access to the library and College facilities without paying tuition fees. To be eligible to register as a CRS student, you must have completed the minimum period of registration (24 months for full time students) and completed all experimental and programming work. A formal CRS milestone must be completed to ensure that you have completed all substantive research and that during the CRS period you will be solely engaged in writing up the thesis.

If you do not require access to College during your writing up period, you can apply for Writing Up Away from College status (WUAC). Students on WUAC will not have access to College facilities and may be asked to vacate their desk in the Department.

Some students may be ready to write up before the end of their registration period. This is allowed as long as they have been registered for more than 24 months and the supervisor can confirm that all experimental work has been completed.

It should be noted that writing up or registration status does NOT affect your thesis submission deadline which will always be 4 years from first registration.

To learn more about writing up, please visit: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/)

Exam entry forms

As soon as possible after entering writing up status, and no later than 4 months before submission of the thesis, you should submit your exam entry forms: the nomination of examiners and exam entry and description of thesis forms. These should be completed in conjunction with your
supervisor and submit the completed electronic form to the Student Office, who will arrange the necessary approvals. Further instructions on how to submit will be made available closer to the time.

All forms and related information can be found on the Registry exam entry website at: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/

**Submitting your thesis**

According to Imperial College regulations, PhD programmes **must** be completed within 48 months for full-time students and 72 months for part-time students. **Please note that funding for most research students is for a three-year period of research, so that the work-plan has to be directed to completion of studies within this period. Thesis submissions after the 48-month deadline are not permitted.** The Department must make special cases on behalf of students for any theses submissions after the 48-month deadline. These are considered by a College panel and may be rejected.

Of course, it is also highly beneficial to you to submit on time, not only in terms of funding but also in terms of your personal career.

It should be noted that the four-year submission limit is independent of the student’s registration status – i.e. a student may submit even if their registration has expired, as long as they are within the 4-year deadline.

If your research is delayed for any reason, you are encouraged to speak to your supervisor to consider whether the research plan needs to be adapted in order to meet the thesis submission deadline. In some cases (e.g. prolonged health-related issues), an interruption of studies may be appropriate. Please refer to the later section in this handbook on interruptions of studies.

Detailed instructions and notes on the submission, format and binding of your thesis can be found on the Registry website at: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

The College requirements for the MPhil/PhD thesis can be found online at: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/.

**Your viva**

Your supervisor will be responsible for making arrangements for your viva including contacting your viva examiners. You will be expected to present and defend your thesis to your examiners and answer questions on your research. A summary of the outcomes of the viva is shown below.

1) **Pass.**
2) **Pass, subject to minor amendments to be completed and checked by one or both of the examiners within three months.**
3) **Not pass, but candidate allowed to re-write the thesis and resubmit it within 18 months for examination by the same examiners (a further oral examination is at the discretion of the examiners).**
4) **Not pass, but be allowed to submit to a further viva voce examination within 18 months on the same thesis and by the same examiners.**
5) **Fail PhD, awarded MPhil degree**
6) **Fail PhD, awarded MPhil subject to making specific minor amendments to the examiners’ satisfaction within 3 months.**
7) **Fail PhD, but either has met the requirements for the MPhil or might after revision of the thesis during a 12 month period be able to meet the requirements for the MPhil.**
8) **Outright fail. No further entry to the PhD or MPhil degree will be allowed.**

Please read the College Regulations for PhD students for full details of the requirements for the degree of PhD and possible outcomes of the viva:
The Bioengineering “Good-Timing!” Award
Because submitting your thesis in time is such an important issue for you and for the Department, we introduced the “Good-Timing!” Award. All PhD students who manage to submit their PhD thesis within 48 months will receive a reward of £50 plus £25 towards the costs of binding for one copy of their thesis. This is not a fortune, but after you have finished your PhD there might be some occasions where a little bit of extra money might be welcome to celebrate your great achievement!
2.11 Additional learning opportunities for PhD students

Bioengineering Short Courses available to PhD/MRes students
The Department will be running some short workshops for PhD/MRes students that aim to provide research students with additional training for their research project. The Student Office will contact you about these in the first term.

BE9-MCMB Computational Methods for Bioengineering
Introduction to MATLAB for bioengineers. Use of MATLAB for analysis of physiological data, and preparing scientific figures. Advanced MATLAB programming. Python programming: differences between MATLAB and Python, the use of Python/gnuplot to prepare scientific figures, Numpy, Scipy. A “workshop” to which students bring a problem related to their research project, and use MATLAB or Python to solve it.

BE9-MROIT Optical Imaging Techniques
Students will attend lectures on the theory and underpinnings of optical imaging techniques in bioengineering, including light and confocal microscopy and multiphoton imaging. Practical instruction will be given in the use of confocal and two-photon microscopes, with samples provided by the students or from a standard set.

BE9-MRTMB Techniques in Molecular Bioengineering
This course will teach wet lab skills for molecular biology, applying them to a particular model, the eNOS-GFP mouse. General molecular biology laboratory procedures and safety implications. Genotyping transgenic mice using PCR, gel electrophoresis and imaging. Western blotting and site-directed mutagenesis.

Bioengineering Modules
Research students in the Department are permitted to audit (i.e., to attend but not be assessed for) any taught subject-specific courses offered by the Department (or elsewhere in the College – see below). Attendance on UG/MSc courses should not be arranged without consultation with your supervisor and the Student Office.

Full details of all UG and MSC courses can be found online on the Departmental Student System (DSS) at http://www.imperial.ac.uk/dss.

Journal clubs
Many groups within the Department run a journal club or hold regular group meetings, at which students may discuss their work. Your Supervisor will be able to advise you which of these may be appropriate for you to attend.

Departmental seminars
The Department holds weekly seminars in term time, details of which can be found on the Departmental seminar webpage:
http://www3.imperial.ac.uk/bioengineering/events/departmentalseminars

Research students are expected to attend Departmental seminars. The Department’s research covers a broad range of subjects and many – probably most – of the seminars will not be directly relevant to the topic of your project. Nevertheless, you are in the Department to gain experience of bioengineering research in general rather than in one narrow area. At your viva, you may well be asked questions that are not specific to your research. Furthermore, experience shows that even when a seminar is not in your area, it can often spark ideas or inform you about methods that will be of value for your own project. In this respect, the Department offers a truly interdisciplinary research environment that provides you with a unique opportunity to broaden your scientific horizon. If you are in your first year then you should attend at least 8 seminars.
Becoming a Graduate Teaching Assistant
Research students are encouraged to take part in the Department’s teaching programme. This is an excellent way of (i) developing understanding of bioengineering, (ii) gaining valuable career experience of interest to future employers, and (iii) earning a little extra income.

Students are employed as Graduate Teaching Assistants (GTAs), and commonly take part in activities such as demonstrating in practicals, marking progress tests (but not those that count towards the final degree mark), helping with study groups and problem classes, etc.

Most funding bodies encourage such activity by the students they support but place a limit on the maximum number of hours of teaching assistance that can be given. The Faculty of Engineering and the College’s Centre for Educational Development run a workshop for research students who teach and assess.

There are web-based materials for GTAs on a range of topics, from taking part in marking to ideas about how students learn, including some frequently asked questions. For more information, see the website of the Centre for Educational Development at http://www3.imperial.ac.uk/edudev/about.

If you are interested in becoming a GTA, please ensure that you attend the GTA Introduction, normally held in the first week of term. More information is available on the Departmental website.

Taught modules in other Departments
Your Supervisor may also suggest that you attend College modules in other departments if they are relevant to your research. Please contact the taught programmes administrator in the relevant department directly for information on the modules they have available.

Graduate School Professional Skills Training Programme
The College Graduate School offers a free comprehensive Professional Skills Training Programme for postgraduate students. These courses in professional and developmental skills vary in length and format from one-hour lectures to three-day interactive workshops and are designed to support your personal development and to help you achieve success as a researcher and to enter and progress in your chosen field.

Students are required to:
- Choose three courses from the Graduate School, to complete prior to the ESA, from across the entire Graduate School programme. These courses can be from any phase (e.g. underpinning, consolidating, completing and enriching).

Also note that any students from previous years who have not yet met the requirement will be subject to the new rules. A booklet detailing the courses is provided in your welcome pack and full details can also be found on the Graduate School website at: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctrinal/onlinecourses/

Vitae/UK GRADschool courses
Vitae (http://www.vitae.ac.uk) is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. They provide resources, advice, information and fora for individual postgraduate researchers who are interested in their professional development and careers.

Vitae activities include:
- A dedicated researchers' portal with information, news and opportunities
- A programme of national courses and activities including: ‘GRADschools’, three to four day experiential programmes for postgraduate researchers focusing on developing their professional skills and career goals; ‘Careers in Focus’ programmes; and other activities
- Labour market and careers information, including surveys and research opportunities to input to national policy developments and initiatives.
2.12 Funding for conferences, workshops, and summer schools

You are likely to attend at least one conference during your PhD studies and may also wish to attend workshops or summer schools. Whilst these can be invaluable as sources of skills and experience in relation to your PhD they are often expensive! If you plan to attend a conference or workshop, you should first discuss this with your supervisor, who may be able to assist you financially; each year, the Department provides supervisors with a limited amount of funding for their students which is intended to be used for such purposes.

If your supervisor is unable to help with funding, there are a number of other sources of funding available for PhD students to draw on. Some institutions that Bioengineering students have received grants from in the past are listed below:

General
- Imperial College Trust
- Royal Academy of Engineering
- Royal Society of Chemistry
- Institute of Mechanical Engineers
- Physiological Society
- Wellcome Trust

Subject specific
- British Heart Foundation
- British Neuroscience Association
- The Guarantors of Brain
- The Electrochemistry Group of the Royal Society of Chemistry
- British Orthopaedic Research Society

Please note that many of these institutions require you to have been a member for a certain period of time before you can apply for funding. Your supervisor, academic mentor, or the Postgraduate Tutor may have further suggestions, particularly for subject-specific funding sources. You may also wish to check the below Department and webpages at:

http://www.imperial.ac.uk/bioengineering/admin/research/funding-travel/
http://www.imperial.ac.uk/study/pg/fees-and-funding/

In addition, it is worth knowing that some conferences and summer schools provide bursaries or funding (e.g. subsidised registration) for students who are presenting work, although you may need to make your application several months before the conference/workshop. Generally, you stand a better chance of obtaining funding for a conference if you will be presenting work there.
2.13 Hints and tips for giving good seminars
You will be required to give a number of presentations or seminars during your studies, including at least two Departmental Seminars. Therefore, here are some tips on giving a good seminar.

Structure
Your talk should have a strong structure that resembles a written paper: including sections such as ‘Summary, Introduction, Methods, Results, Discussion, Conclusions, and Acknowledgements’ is a common approach, although this will vary with the subject matter. For example, lots of little methods-results pairs throughout the talk might be better if your work is not based on one technique. It might be good practice to end your introduction with an overview of what you will be saying in the rest of the talk. Somewhere in the first part of the talk there should also be a statement like “The aim of this study was...” or “Our hypothesis was...” Make the structure apparent to the audience – e.g. by having slides headed “Aims,” “Conclusions,” etc.

The Introduction should explain for a scientist in a different field what the underlying motivation is for the work. Make sure the audience understands the context and has no difficulties seeing what has been done in your area before and what it is you add to it in terms of scientific value. The most common error of inexperienced speakers is to give too little introduction, so that the audience are lost for most of the talk. It is much better to omit data than to give lots of data that are not understood because the Introduction was inadequate.

Your methodology and any abbreviations or jargon – particularly phrases that might mean different things in different fields – must be explained. However, at a seminar for a general audience you should explain the methods in less detail than you would in a paper where the requirement is that somebody else should be able to repeat the work. It is another common beginners’ fault to spend too much time on what has cost you most time, e.g. getting the experiments to work.

The results are the heart of the talk and it is here that the presentation of your slides makes most difference to whether or not the audience understands you. If things are getting too complex, insert a brief summary slide after a series of data slides.

The conclusion should give a take home message that you wish to convey. Common themes are: a quick summary of your major findings, an interpretation of their significance and their
consistency/inconsistency with previous data, and suggestions for what you intend to do next, or should have done differently. For ESA talks, examiners are particularly looking to see whether you have a route towards obtaining a PhD’s worth of data: how will you overcome methodological problems, what is your fall-back strategy, etc.

Timing
Going over time cannot be permitted for ESA seminars because of the large number of talks that are scheduled, and in any case is irritating to the audience. Although the seminars are nominally 20 minutes, allow some time for people to reach their seats and an introduction by the chairperson – and the computer crashing, of course! Arrive before the talks start to load your presentation.

Do not try to cram too much into the 20 minutes. It is always tempting to try to show how much you have done, but it actually looks much better to give a cool, calm and collected talk of the correct length. Don’t gabble like a horse race commentator to squeeze more in. The Physiological Society, for example, has a rule of no more than 6 slides for a 10 minute talk, although this is meant to apply to complex data slides.

Presenting
PowerPoint is the de facto standard for modern presentations – leave overhead projectors to the old folk! A serious problem with PowerPoint is, however, that it tempts you to face the screen rather than the audience. Try to avoid this – face the audience except for brief moments when you turn to point at the screen. Make eye contact with the audience. This gives you an impression of whether or not you are being followed. Can you get people to nod when you raise your eyebrows in a “do you understand” way? If not, try to repeat your point in different words. You don’t have to hide yourself behind the computer desk except when pressing buttons. Walking forward into the audience increases rapport.

Remember that the audience will not have seen the picture before so take them through it slowly. Point to the axes of a graph, for example, and say what they are before trying to explain the graph. If you have too many pictures the presentation becomes rushed and pictures are removed from the screen before the audience has had time to register the details. Once you have ‘lost’ your audience, in this manner, you often do not ‘recover’ them again.

Remember everyone is nervous when speaking. The adrenaline, in fact, improves your performance. Small errors always stick in your mind and feel like disasters whereas the audience usually have forgotten them even before you have finished speaking. Try to look relaxed even if you are not; a tense speaker makes the audience tense. Smile! Tension comes from over-motivation, so remember that this is part of your training – we are not expecting perfect knowledge or presentation skills. A common particular cause of tension is being worried that you will be caught out by the questions. Try to think of this as a valuable way of gaining experience of the questions you might receive at a conference, as a useful way of anticipating referees' objections for papers or examiners’ questions at your final viva, and as a way of gaining information that could help your project. Listen carefully to the question and if you do not understand it, ask for clarification. If you cannot answer directly, say so and explain what you do know that may be of relevance.

It helps you to be relaxed if you know your initial few sentences off by heart. Try not to start with “my talk is entitled...” this often looks silly because the last words of the chairperson are likely to have been exactly the same.

Do not learn the rest of the talk by heart and do not read it. These lead to an excessively dull speaking tone. Try to modulate your voice – sound as if you are interested, which shouldn’t be too difficult because it is your research project you are presenting! If necessary, keep brief notes on prompt cards. Alternatively, hide your prompts to yourself within your slides, but do not read from your slides - see below.
Try to be enthusiastic and positive about what you are saying. Don’t make excuses, e.g., “I am sorry about this part of the work not being very good” or “I am afraid that this is a poor figure”. This really turns off the audience.

Practice does make perfect. Try your talk for timing beforehand and, if possible, get other people to listen and give feedback, e.g. at a lab meeting. Practicing in front of a critical audience is the best preparation you can have. Take the feedback seriously and incorporate suggestions which make things easier to understand in your actual presentation. Knowing that you are well prepared for your talk gives you confidence and makes you feel more relaxed.

Try to anticipate questions and to have answers ready. Have spare slides after the end of your talk that can be used to answer these questions.

**PowerPoint style**

Slides must be clear. Put in the minimum information needed to convey your point. If possible, use one slide to convey one point. Minimise jargon and abbreviations. If they are necessary, explain them within the slide.

Do not use too many fancy effects - e.g. text doing somersaults, etc. – as they can become irritating.

Do not use light coloured text on a light background or dark text on a dark background. The standard backgrounds which are shaded from light blue to dark blue give you a no-win situation – avoid them. Use fonts 18 and use upper case or bold lettering where possible to enhance readability. It is better to use big letters without spaces between lines than smaller letters with spaces.

Data slides must be easy to understand: not too many lines or bars on graphs and charts, axes clearly labelled, meaningful labels and titles, colour coded, not too many items in tables, etc. It is much better to avoid keys/legends and to have bars and lines labelled directly by neighbouring text – if the figure is too crowded for this, worry that it is already too complex.

For figures, lines should be thicker and text larger than you would use for a printed figure. Graphs are more readable without fancy backgrounds. For bar charts, use simple fill colours, not patterns. If you have numerous slides showing, say, different assays applied to the same group of treatments, keep the colour coding and the order of the bars consistent between slides.

Do not read your slides. Especially, do not display large chunks of text and then read it out – this is very boring. And don’t put up slides and say “you don’t need to read this but...", or put up large amounts of data and say “this is too small to read but...”

This might sound like a lot to remember and hard work to prepare a good presentation. But keep in mind that it can be very rewarding giving a presentation where you connect with the audience, establish interest, and inspire a fruitful discussion about your project afterwards.
Section three

Departmental information and other key information
3.14 Health and Safety
The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The Department will provide, manage and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety.

Health and safety within the Department is organised and managed by the Departmental Safety Officer, Ken Keating (Room RSM 3.18, telephone +44 (0)20 7594 5170). All major health and safety decisions are made by the Departmental Safety Committee, which meets termly.

Information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety

Further safety specific information can be found at the departmental intranet: https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/home.aspx and website: https://www.imperial.ac.uk/bioengineering/admin/safety/. It is essential that you ensure to familiarise yourself with these sites.

Emergency procedures
In an emergency, dial extension 4444 from any internal phone or +44(0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will do this themselves in order to ensure that the right information is provided.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages or intruders yourself. More information about fire safety is available on the Fire Safety website: http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.

Fire alarms
The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages or intruders yourself.
Building evacuation
Familiarise yourself with the various evacuation routes and use the nearest staircase - see the map at the end of the safety section in this handbook. Do not always head for the main staircase in the RSM regardless of where you are as this gets very congested. There is multiple fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”.

From the main RSM staircase the exit is onto Prince Consort Road and along the assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is Queens Tower.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

First aid
Local emergency help is provided by qualified first-aiders – see later in this section for a list of who these people are in the Department. If no local help is available, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000.
3.15 Health and Safety arrangements for students

Safety Induction

All new students must receive a Day One Health and Safety Induction before they can be issued with a swipe card. Your Supervisor will arrange this for you.

Please also familiarise yourself with the Departmental safety website at:
https://www.imperial.ac.uk/bioengineering/admin/safety/

Access to laboratories and workshops – project registration and risk assessment
All new research students must complete an online Safety Registration Form via the departmental safety website. If no experimental work is to be undertaken in the laboratories or workshops, this documentation is sufficient. However, if any experimental work is to be carried out in the laboratories or workshops, a Project Risk Assessment Form must also be completed (also via the safety website) with the assistance of the Supervisor(s). In addition you may require specific training from the lab technicians.

You will not be given access to the labs until you have completed the necessary safety forms and/or training.

Practical Classes

For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class.

Accidents and Near Misses

All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class.

Accident forms must be completed by the student concerned and the supervising academic as soon as practicable after the incident. Both parties must sign the forms and the original should be given to the Departmental Safety Officer as a matter of urgency. The forms can be found on the safety web site:
http://www3.imperial.ac.uk/safety

Health clearance for work with pathogens, GMOs, or unfixed human tissue
Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity.

You will need to complete a Biological Agents Health Questionnaire and send this to the College Occupational Health Service (OHS) at South Kensington. The questionnaire can be downloaded from the OHS web page (http://www.imperial.ac.uk/occupational-health/).

Following completion of the questionnaire, you and your Supervisor will be notified by email that you are cleared; you will only be called in to the OHS for a clinic attendance if you need a vaccination or you declare a health problem that requires a further assessment.

Students who will not be directly handling unscreened blood or who will be handing only screened samples e.g. blood supplied by the NBS do not need health clearance or vaccination.

Health surveillance enrolment for work with laboratory animals
Any student who will be working with live laboratory animals must enrol for health surveillance with the College OHS before commencing their research programme. Enrolment is not required prior to licensee training.

You will need to complete an animal allergy surveillance enrolment questionnaire and arrange an appointment with the OHS for a mask fit test and lung function testing. You should only arrange
the appointment when you are within 2 to 3 weeks of commencing their research work. Forms can be downloaded from the OHS web page.

Confirmation of your enrolment will be emailed to you, your Supervisor and the manager of the animal facility in which you will be working.

**NHS Health Clearance**
All postgraduate students who will have contact with patients in a clinical environment have to complete NHS infection control clearance. This health clearance is carried out by the College OHS.

You should complete a Postgraduate Health Clearance Form and arrange an appointment with an OH Adviser at the College OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment. Forms can be downloaded from the OHS web page.

When you complete health clearance, a certificate will be stamped and returned to you to pass to your Supervisor.

**Emergency assessment and treatment of laboratory accidents**
Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OHS at South Kensington. For information on the urgency and form for assessment consult the laboratory accident guide issued by the OH Service in 2008. If you would like to receive some copies contact occhealth@imperial.ac.uk.

**Ethics**
According to the Imperial College Ethics Code, to which all members of academic staff are committed to adhere to, support and promote, any project work must comply with the key principles of the code. For postgraduate research students, these include:

- Careful consideration and formal processes for guaranteeing the safety of your colleagues (including yourself) when engaged in research and teaching;
- Protection of data and privacy of students, colleagues and volunteers engaged in College related activities;

**Approval of projects with ethical implications**
Before a project with ethical implications can be started, it has to go through an Ethics approval process. This process is overseen by the Imperial College Research Ethics Committee (ICREC). This committee was founded to deal with research projects that can involve human participants or volunteers directly or indirectly. Such projects are, for example:

- Questionnaire studies involving volunteers;
- Work on developing new surgical or diagnostic equipment;
- Projects using observational or survey data.

Some projects need to seek Ethics approval upon allocation, and students will be expected to work closely with their project Supervisor to submit an Ethics approval request before they can start.

**What to consider when working on projects with ethical implications**
- Potential research subjects need to be fully informed about the purpose, the type of research methods, likelihood, degree and nature of risks.
- All information shall be compiled in a leaflet and given to the potential participants; they should have at least 24 hours to consider taking part.
Potential research subjects can choose whether they want to participate or not. Their consent needs to be written down and recorded. Verbal consent is only sufficient with prior written approval from the Ethics Committee. Ensure that participants and/or volunteers must be informed that they can withdraw from the experiment at any time; it should be clear that their involvement is voluntary and that they shall not be disadvantaged in any way. Where personal information is stored on a computer, the College has an obligation to comply with the Data Protection Act 1998. Further information can be found here.

Working with personal (patient) data
- Where a project is using personal information, the report or thesis needs to have provisions that the subject will be fully informed in advance, including information on the nature of the data required and how the data is used.
- Subjects need to have the freedom to decide whether their data can be used or communicated or not.
- For research involving human tissue, such tissue should be anonymised. Sample codes should be used (pseudonymisation). Such projects not only need the approval of the ICREC but must also comply with the requirements of the Human Tissue Act, including ensuring samples can be traced back to the donor.

Recording ethical implications in the report
- Reports and theses need to have a statement, saying that (when appropriate to the project):
  - The project has been approved by the Imperial College Ethics Committee, including the approval number.
  - The patients/participants gave consent to use their data.

If you are in doubt about any of these issues, you should speak with your Supervisor.

All students who will require access to clinical facilities as part of their research should try to attend the Clinical Orientation Session in the department during the Welcome Week in early October. This will cover patient confidentiality, clinical biohazards, criminal records checks and chaperoning requirements. The timetable for the Welcome Week will be published online at: [http://www.imperial.ac.uk/bioengineering/admin/research/timetables/](http://www.imperial.ac.uk/bioengineering/admin/research/timetables/).
# First Aiders

Department of Bioengineering

For Emergency Medical Assistance
9AM to 5PM Monday to Friday

Please contact one of the first aiders listed below

Outside these hours (or if no first aiders can be contacted)

Please ring 4444 (Security)
(From a mobile ring: 020 7589 1000)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Lab</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Albright</td>
<td>RSM 3.18</td>
<td>41500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacques Bertrand</td>
<td>B313</td>
<td>41850</td>
<td>B314</td>
<td></td>
</tr>
<tr>
<td>Paschal Egan*</td>
<td>RSM 4.24</td>
<td>46497</td>
<td>B220</td>
<td>46469</td>
</tr>
<tr>
<td>Joel Eustaquio</td>
<td>RSM 3.18</td>
<td>42139</td>
<td>Mobex:</td>
<td>07872850260</td>
</tr>
<tr>
<td>Martin Holloway</td>
<td>RSM 3.23</td>
<td>45176</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worrapong Kit-Anan*</td>
<td>RSM 2.12</td>
<td>B615E/622</td>
<td>42295</td>
<td></td>
</tr>
<tr>
<td>Charles Motraghi*</td>
<td>B701</td>
<td>42851</td>
<td>B604</td>
<td>49739</td>
</tr>
<tr>
<td>Daniel Nardini*</td>
<td>LG04</td>
<td>46367</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sabrina Skeete</td>
<td>RSM G.04</td>
<td>46764</td>
<td>B615</td>
<td></td>
</tr>
<tr>
<td>Edit Toth</td>
<td>RSM 3.18</td>
<td>45191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claire Webster**</td>
<td>B304A</td>
<td>Mobex:</td>
<td>077 394 67052</td>
<td></td>
</tr>
</tbody>
</table>

*All have the Emergency First Aid at Work qualification except for Paschal Egan, Worrapong Kit-Anan, Charles Motraghi and Daniel Nardini who have the full First Aid at Work qualification.

**Medically qualified.

Mental Health First aider: Britta Ross, b.ross@imperial.ac.uk, ext: 45122

State clearly the details of the emergency, your exact location, your name and extension number.
3.16 Accessing the Department

Your ID card will give you access to the Department and laboratories (where appropriate/requested).

You may work in the Department only between specified times, as detailed below. If you need to arrange other access please speak to your Supervisor, tutor or the Student Office. College Security is very strict about this and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please contact staff at the Student Office (RSM 3.21c).

Access times for different users in the Department of Bioengineering:

<table>
<thead>
<tr>
<th>ID card group</th>
<th>Times</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>PhD</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>MSc, MRes</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
<tr>
<td>UG</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
</tbody>
</table>

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:

1. Get permission from your Supervisor and the lab lead PI
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out
3. Ensure the induction is carried out and the form signed; see online form below.
4. Complete the online access request (including the uploading of the completed induction form):
   https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/New%20Starters.aspx

In the interests of safety and security, please:

- Do not prop doors open
- Be aware of tailgating (someone following you through an access-restricted area without using their own ID card)
3.17 Key Departmental contacts

A full list of people in the Department, including academic and support staff, can be found on the Departmental website at http://www.imperial.ac.uk/bioengineering/people/.

Departmental Leadership

**Professor Anthony Bull**
Head of Department
Professor of Musculoskeletal Mechanics

**Professor Martyn Boutelle**
Deputy Head of Department and Director of Courses
Professor of Biomedical Sensors Engineering

**Professor Jimmy Moore Jr.**
Director of Research
The Bagrit & RAEng Chair in Medical Device Design

**Dr Anil Bharath**
Director of Postgraduate Studies (Research)
Reader in Image Analysis

**Dr Darryl Overby**
Director of Postgraduate Studies (Taught Courses)
Reader in Cellular Biomechanics

Student Support

**Ms Louise O’Sullivan**
Head of Student Programmes
Tel: +44 (0)20 7594 9660
Email: l.osullivan@imperial.ac.uk

**Mr Martin Holloway**
Academic Tutor
Tel: +44 (0)20 7594 5176
Email: m.holloway@imperial.ac.uk
Ms Britta Ross  
Student Programmes Manager  
Tel: +44 (0)20 7594 5122  
Email: b.ross@imperial.ac.uk  

Ms Maddi O’Brien  
Programmes Development Manager  
Tel: +44 (0)20 7594 9296  
Email: m.obrien@imperial.ac.uk  

Ms Samantha Kemp  
Student Administrator  
Tel: +44 (0)20 7594 9115  
Email: samantha.kemp@imperial.ac.uk  

Ms Tracey Glenister  
Student Administrator  
Tel: +44 (0)20 7594 2259  
Email: t.glenister@imperial.ac.uk  

Ms Leigh Whitlie  
Student Administrator  
Tel: tbc  
Email: l.whitlie@imperial.ac.uk  

Mr Robert Ferguson  
Industrial Liaison Manager  
Tel: +44 (0)20 7594 6371  
Email: robert.ferguson@imperial.ac.uk  

Departmental Administration  

Mr Graeme Rae  
Department Operations Manager  
Tel: +44 (0)20 7594 8419  
Email: g.rae@imperial.ac.uk  

Ms Edit Toth  
Department Resources Officer  
Tel: +44 (0)20 7594 5191  
Email: e.toth@imperial.ac.uk
Key academic contacts

**Supervisor**
You will have a Supervisor who will support your research progress and thesis submission. Find out more about the role of your supervisor at [https://www.imperial.ac.uk/study/pg/graduate-school/quality-assurance/phd-students-and-supervisors/](https://www.imperial.ac.uk/study/pg/graduate-school/quality-assurance/phd-students-and-supervisors/).

**The Director of Postgraduate Studies (Research)**
Dr Anil Bharath

Tel: + 44 (0)20 7594 5463
Email: a.bharath@imperial.ac.uk

**The Deputy Director of Postgraduate Studies (Research)**
Dr Sylvain Ladame

Tel: + 44 (0)20 7594 5308
Email: s.ladame@imperial.ac.uk

**Professor Robert Krams**
Postgraduate Tutor

Tel: + 44 (0)20 7594 1473
Email: r.krams@imperial.ac.uk

**Dr Aldo Faisal**
Disability Liaison Officer

Tel: +44 (0)20 7594 6373
Email: bg-ddo@imperial.ac.uk
3.18 Departmental life and extracurricular activities

We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you.

There are also many opportunities available to you as a student of Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: https://www.imperial.ac.uk/students/

Staff- Research Student Committee of the Department of Bioengineering
The Staff-Research-Student Committee serves as forum for exchange of students’ views and experiences and as a mechanism for compiling students’ complaints and suggestions. The committee currently meets twice a year (usually in May and November) and feedback will normally be disseminated to students shortly after these meetings by the student representatives or the Postgraduate Administrator. In addition, information from these meetings is collected by the Student Union in order to present a global view of the College.

More details can be found here: http://www.imperial.ac.uk/bioengineering/admin/research/srsc/

The Department will normally have two or three research-student representatives who will be elected in the first few weeks of term. The research student reps organise social functions as well as representing research students on the Staff-Student Committee. All student representatives will be offered full training and on-going support and development by the Imperial College Union. More information about the Academic Representation Network can be found here: https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.

Seminar programme
The Department of Bioengineering hosts a seminar programme on Thursday lunchtimes, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: http://www.imperial.ac.uk/bioengineering/whats-on/events/.

Outreach and Public Engagement
The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information, or to find out about getting involved, you can:

- Contact the Outreach and Public Engagement Manager, Dr Jenna Stevens-Smith (j.stevens-smith@imperial.ac.uk)
- Visit the website at http://www.imperial.ac.uk/bioengineering/whats-on/public-engagement/

Imperial College Union Bioengineering Society
The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union, under the wing of the City and Guilds College Union (CGCU). Started 13 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society has been run, since its inception, with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. All undergraduate and postgraduate students enrolled in the Department of Bioengineering are automatically a part of the Bioengineering Society.
Mission and Vision of Bioengineering Society 2016-2017
“The Department of Bioengineering has a reputation for being exciting and innovative, and this year the Imperial College Bioengineering Society would like all its students to feel that they are a reflection of that. ICU Bioengineering Society is as driven as ever to make the experience of the Biomedical Engineering student that much greater.

The committee have been busily lining up some must-attend social events for you throughout the coming year. These cover a huge range of exciting activities; from the annual Bioengineering Christmas Dinner with even more sparkle than before, to the Bioengineering Football League to let out our competitive sides. In addition there will be a couple of hugely successful Bioengineering Bash’s similar to last year. These upcoming events will hopefully be a great way to relax and have fun with your fellow classmates. Events are open to students of all years, providing a unique opportunity to get to know your peers, creating a feeling of a Bioengineering community. Further details of events will be given throughout the year.

The Bioengineering Society encourages involvement from anyone who would like to play a more active part in the Society; a collective effort of ideas and hard work would lead to an even better year for the students of the Department.”

Find out more by looking at the Society’s website: https://www.union.ic.ac.uk/guilds/bioeng/.

Imperial College Union-Engineering Students’ Association
The IC Engineering Students’ Association has the following objectives:

- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.

Find out more by looking at the Association’s website: http://www.cgca.org.uk/studentcentre/

Engineers Without Borders Society (EWB-UK)
Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: http://www.ewb-uk.org/ or the Imperial College Union website at: https://www.imperialcollegeunion.org/activities/a-to-z/229.

Other activities
There is a very wide range of non-academic activities available and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employers value.

Fresher’s Fair in Week 1 gives you the opportunity to see what is available and introduce yourself to the organisers of those activities. Find out more on the website at: http://www.imperial.ac.uk/students/new-students/welcome-week/.
3.19 ICT

Support with ICT
Any problems or queries relating to computing, including requests for new software, should be addressed first to ICT (service.desk@imperial.ac.uk), and to our IT Support Officer (Edit Toth, e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden to bring in programs from outside.

As long as you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

Rules for using the College network
The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College’s Information Systems Security Policies, available at: http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

Imperial Mobile
Imperial Mobile is a mobile application enabling students to access College information and services anytime, anywhere. Students of Imperial College can download it onto any mobile device, phone, Android, iPad, iPhone, or iPod.

Find out more about Imperial Mobile at: http://www.imperial.ac.uk/students/online-services/mobile/

Printing and photocopying
The Department has black/ white and colour photocopiers in the utility areas on Levels 3 and 4 and in RSM 3.06 which are accessed using your ID card. These can also be used as printers and scanners via the ICT print service – check http://www.imperial.ac.uk/ict/printservice for information on using this service. An additional colour (ICT) copier/printer is available in RSM 3.38.

If you have problems with these machines or your swipe card, please contact ICT - do not try to correct problems yourself. All student groups/years will receive an initial print credit on their account. Please try and use Departmental printers for your printing where possible, as opposed to those in other areas of the College.

Online security
Please ensure you familiarise yourself with the College’s ICT ‘Be Secure’ information. The information will help you to: protect computers and devices; protect College and personal information; protect yourself online; comply with laws and policies. Find out more at
http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/.
3.20 Disability support

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

At Imperial College London 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. Therefore, it is 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. This service is strictly confidential between you and the relevant College personnel and support services.

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
   (Dr Aldo Faisal; Tel: +44 (0)20 7594 6373, bg-ddo@imperial.ac.uk)

   Dr Aldo Faisal is your first point of contact within your department and is there to help you with arranging any support within the department that you need. He 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.

   You can find further information about special examination arrangements on the website: http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/special-examination-arrangements/

2. Disability Advisory Service

   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, Postgraduate 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

You can find about more about the Disability Advisory Service on the website at: http://www3.imperial.ac.uk/disabilityadvisoryservice

3. **Disabled Students Allowance**: All home students who are UK residents and pay home fees and who have a disability are eligible to 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.

You can find out more about the Disabled Students Allowance on the website at: http://www.imperial.ac.uk/disability-advisory-service/support/dsa/
Visa information for overseas students

From 31 July 2015, students who apply for a visa lasting longer than six months will be issued with a visa in two parts: a 30-day visa to allow students to enter the UK and a Biometric Residence Permit (BRP) that will cover the full duration of their studies.

Further information about the Biometric Residence Permit (BRP) distribution can be found at: http://www.imperial.ac.uk/study/pg/apply/register/brp/.

Student attendance

Whilst in the UK on a student visa, you are required to comply with all of the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their Supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

For further information, please get in touch with the College’s International Student Support team http://www.imperial.ac.uk/study/international-students/.

- The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College’s case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:
  - Students who select Imperial College as their location for collection will be emailed inviting them to book a slot so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

- A campus map can be found online at: http://www.imperial.ac.uk/media/imperial-college/visit/public/Map-of-South-Kensington-Campus-[pdf].pdf - Sherfield Building is number 20
3.22 Plagiarism
This information provides you with an overview of plagiarism. Plagiarism is a very serious offence and you need to know what it is, how to avoid it, and what the consequences are. You are strongly advised to read the following information sources to ensure you fully understand the issues:

- https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/

What is plagiarism?
Plagiarism is when you use someone else's work, words or ideas and use these in your own work (e.g. coursework, thesis, examination, etc.), and do not acknowledge that you have done this.

Plagiarism is defined by the College as:
“Plagiarism, which is the presentation of another person's thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.”

Plagiarism can occur in a number of ways. The six main types of plagiarism include:
• Collusion
• Cut/copy and paste
• Word switch
• Concealing sources
• Misinterpreting common knowledge
• Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it. If you are at all unsure about how to reference or cite your sources there is very useful guidance here: http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/. Or, you can seek help from your tutor or Liaison Librarian: http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/.

You should also be aware that there are different styles of referencing. If you are not sure which to use speak to your Module Leader for advice. You can find out about the different referencing styles at http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/.

You must not use someone else’s work, words or ideas in your own work without acknowledging and referencing them properly.

Why is it a problem?
At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use a number of methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.

It is important that you:
• Know what plagiarism is, and why it is an academic offence
• Are aware that all material you use from online and print sources should be acknowledged properly
• Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
• Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
• Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

What happens if I commit plagiarism?
• The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  o These penalties could include:
    ▪ A mark of zero for the assessment in which the examination offence occurred
    ▪ A mark of zero for all the assessments in that year
    ▪ Exclusion from all future examinations of the University (i.e. expulsion from the university)
• Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed.
• More information about the consequences of plagiarism is available in the College’s ‘Cheating Offences Policy and Procedures’.

Key points to remember:
• All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples’ work you must clearly acknowledge and identify your sources.
• You must not present another person’s work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
• Direct quotations from the published or unpublished work of others, must always be clearly identified as such by the use of quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from several different sources just as much as a single unacknowledged long quotation from a single source.
  o There is guidance available on quoting in different referencing styles available:
    ▪ Vancouver: http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/citing/
• If you summarise or paraphrase another person’s ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography.
• Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
• The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
• Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
• If you become aware that a member or members of the group may have plagiarised part of the group’s submission you have an obligation to report your suspicions to Module Leader or supervisor.
• The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard (https://bb.imperial.ac.uk/). This is a system that reads the submission and compares it with a very large library of existing material, and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.
3.23 Student feedback and consultation

We are committed to achieving and maintaining the highest standards in the teaching on all programmes.

Student feedback
As students of the Department, you have a very important role to play, by communicating directly with members of staff or via Year or Departmental Representatives. If you have any questions about the research degree training in the Department you are welcome to discuss these with the Director of Postgraduate Studies. Alternatively you can talk to the student reps, who will be able to bring any issues up at the next staff research-student committee meeting.

Receiving feedback
We aim to provide students with feedback in a timely fashion in conjunction with each of the milestones as previously mentioned. After the ESA session, the feedback usually takes the form of a meeting with the examiners and student’s supervisor. At the LSR, the feedback is provided during the poster presentation.

Some Graduate School courses also provide opportunities to receive feedback on research skills, writing and presentations. Further feedback is provided to students during journal club presentations, the LSR poster presentation and individual research group meetings. The Staff-Research-Student Committee and individual meetings with your project supervisors, cohort mentors, the Postgraduate Tutor or Director of Postgraduate Studies all serve to monitor that these processes are effective.

Surveys
The Postgraduate Research Experience Survey (PRES) is a national survey of Master’s level students organised by the Higher Education Academy (HEA) which invites them to comment on their programme and experience. The College participates in PRES every two years.

The Student Union’s Student Experience Survey (SES) runs in the Autumn term and will cover your induction, welfare, pastoral and support services experience. During December you will receive an email in your Imperial College account with links to all the surveys relevant to you.

You can find out more about student surveys on the College website at: https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/.

All the surveys are anonymous and the more students that take part the more representative and useful the results. So when you are invited to take part, please take a few minutes to give your views.

The Union’s “You Said, We Did” Campaign
You can find out more about some of the changes that have been made as a direct result of student feedback online, at https://www.imperialcollegeunion.org/you-said-we-did.
3.24 Technology enhanced learning

Virtual Learning Environment (VLE): Blackboard

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. You can login to Blackboard from the following link: https://bb.imperial.ac.uk/

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on 0207 59 49000. Alternatively you can raise an issue via the ASK ICT service: (https://imperial.service-now.com/ict/).

Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the lecture theatres RSM 147 and RSM 228 are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, talk to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (https://bb.imperial.ac.uk) and find the link called ‘Lecture Recordings’ in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at: http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/
3.25 Bursaries and scholarships

The College has a lot of resources available to help you find bursaries and scholarships to support your studies here.

There is some specific information about Fees and Funding for Postgraduate students available at: http://www.imperial.ac.uk/study/pg/fees-and-funding/.

A search tool is also provided to enable you to find out more about available scholarships. You can find out more about these schemes and tools on the website at: http://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/.
3.26 Careers

Imperial College Careers Service

Imperial College’s Careers Service provides a varied and comprehensive careers guidance, information and vacancy service for all students and alumni of Imperial College, from first to final year undergraduates and postgraduates.

Proactively planning and developing your employability skills from the very start of your time here at Imperial will maximise your chances of getting the career or programme of study you want.

The careers service provides a lot of support for first year students, including:

- Careers fairs
- Employer presentations
- Employer drop ins
- Employer led skills workshops
- Job and internship vacancy information
- On line careers information as well as information in the Careers Library
- Help with applications and interviews
- Other events to help you find out more about different jobs and sectors

You can find out more about the Careers Service at http://www.imperial.ac.uk/careers/.

Department of Bioengineering Careers Adviser

Students in the Department of Bioengineering can also seek advice and help with career planning from Robert Ferguson, the Department’s Industrial Liaison Manager. Robert Ferguson works with a wide range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally. He can help you with your career plans in the world of Bioengineering through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Company and sector information
- Advice about job search and finding internships or Year in Industry opportunities.
- Help with applications and interview preparation

You can find some specific information about careers in Bioengineering on the Department’s website at: http://www.imperial.ac.uk/bioengineering/study/career/.

Or if you have any questions or would like to arrange a meeting please contact Robert Ferguson directly: robert.ferguson@imperial.ac.uk.
3.27 Leaving the Department, alumni and staying in touch

Leaving the Department
It may seem a long way off but you will one day be leaving us! When that time comes, there are certain things that need to be done before you go:

Data/emails
Please back-up any data and emails that you wish to keep and make sure you remove any work from shared servers. ICT can assist you with this.

Desk/keys/guest swipe cards
Please make sure you remove all of your personal items/work/papers from your desk and cabinets and return your keys to the Departmental Resources Officer in order to retrieve your deposit. Return your guest swipe card at which time your deposit will be returned to you (if applicable).

Contact details
We are regularly asked to provide information on what our graduates go on to do after their research degree; it is very helpful therefore for you to provide this information to the Student Office before you go, along with new contact details, in case we need to contact you in the future.

Graduation
Of course, at the end of your programme, you have the opportunity to enjoy your graduation ceremony (also known as the Postgraduate Awards Ceremony at the College), to celebrate your achievements with family and friends. The College has a comprehensive website explaining everything you need to know about Graduation, available at: http://www.imperial.ac.uk/graduation/.

Alumni
It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived. However it will come around sooner than you think. We really value all of our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College’s global community of over 180,000 alumni.

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/. You can also find out more about alumni of the Department on the website at: http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.
Section four

Expectations, policies and regulations
4.28 Department expectations on attendance and holidays

Holidays and breaks from studies
Research students are allowed a maximum of 8 weeks holiday per year, including public holidays. There is no official procedure required for requesting holiday but you must consult with your supervisor before making holiday plans.

Study leave
If you need to carry out research away from College for a period of time as part of your programme you will need to complete form IC/D and submit this to the Student Office. Forms can be found on the Registry website at: http://www3.imperial.ac.uk/registry/researchdegrees/studyleave

Absence through illness or for personal reasons
If you are unable to attend College because of illness or urgent personal circumstances you should inform your supervisor or the Student Office as soon as practicable. College regulations require that postgraduate students inform their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness, a medical certificate must be produced after seven days. If the absence is prolonged, normally four weeks or longer, it will be necessary to request an interruption of studies.

 Interruption of studies
If you should experience a personal emergency or other circumstances arise that necessitate a break in your course, you may need to apply for an interruption of studies. This will effectively suspend your registration until you are able to return to College. No fees are payable during such a period and if you normally receive a bursary this will also be suspended. If you think you need to apply for an interruption, you should contact your supervisor in the first instance and then the Student Office, who can arrange the paperwork. Please do this as early as possible as Registry may not be able to accept late applications.

Please note: visa regulations normally require overseas students to return home during any interruption of studies. Please contact the International Office before arranging any interruption to ensure you do not breach the terms of your visa.

Student Records
Details relating to unsatisfactory attendance may be placed on a student’s confidential file and made available to Supervisors, the Postgraduate Tutor and the Director of Courses, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.
4.29 Imperial College London policies and regulations

The below documents are extremely important for all students at Imperial and it is important that you familiarise yourself with them.

| Imperial College London Postgraduate Study | http://www.imperial.ac.uk/study/pg/ |
| College Academic and Examination Regulations | https://www.imperial.ac.uk/about/governance/academic-governance/regulations/ |
| Academic Policy | http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/ |
| Student Terms and Conditions | http://www.imperial.ac.uk/students/terms-and-conditions/ |
| Complaints, Appeal, and Discipline | http://www.imperial.ac.uk/about/governance/academic-governance/complaints-appeals-and-discipline/ |
| Student Feedback Policy and Guidelines | http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/ |
| Placement Learning Policy and Good Practice | http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/ |

Other useful information and support services:

| Registry | http://www.imperial.ac.uk/admin-services/registry/ |
| Careers Service | http://www.imperial.ac.uk/careers |
| Accommodation: | http://www.imperial.ac.uk/study/campus-life/accommodation/ |
| Student Finance: | http://www.imperial.ac.uk/fees-and-funding/ |
| ICT Service | http://www.imperial.ac.uk/students/online-services |
| Sport Imperial | http://www.imperial.ac.uk/sport/ |
| Student records and data: | http://www.imperial.ac.uk/student-records-and-data |
| Alumni services | http://www.imperial.ac.uk/alumni |
| Further study | http://www.imperial.ac.uk/study/pg/open-days-and-visits/postgraduate-open-day/ |
| Animal research at Imperial College London | http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/ |