28th September 2017

Dear New Research Student

Welcome and congratulations on obtaining a place in the Department of Electrical and Electronic Engineering at Imperial College. I join all my colleagues in wishing you every success in your research over the coming few years.

The information in this Handbook is intended to give you an idea of what to expect during your studies here: the formal structure and timetable of the PhD research programme that you will be expected to follow; information on the resources available to help you to achieve your objectives; and a description of our responsibilities to you as the provider of resources and academic supervision. There is also a section on the welfare and pastoral services that you can turn to for support when required.

There will be an opportunity to discuss this in more detail with your supervisor this week and also at an individual interview to be arranged for you later in the term with the Postgraduate Tutor. In the meantime may I welcome you to what I hope you will find is a supportive and thriving research community.

Yours sincerely

[Signature]

Professor Eric Yeatman
Head of Department
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1. First Day

Register with the College
Students can register on Student e-Service prior to the start of session once they have met the conditions of their offer. If you have been unable to register before arriving in the Department, email admissions.enquiries@imperial.ac.uk.

Tuition fees
Tuition fees are payable in full upon registration at the beginning of each academic session.

See your Supervisor
Your supervisor will be pleased to meet you and you will be introduced to the rest of the research community within your research group.

See your Senior Research Group Administrator
Each Research Group has a Senior Research Group Administrator who will be one of your main contacts within your Research Group. Please see them as soon as possible when you arrive so that you can be given your welcome pack and be allocated a desk.

See the Postgraduate Manager
Calum MacLeod can be found in Room 607 on level 6. Please introduce yourself when you arrive. Calum can provide information and advice on many postgraduate matters throughout your research programme.

Student email and computer accounts
As a new student, you need to activate your own email and computer account. Instructions are available at http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/.

Student Identity cards and Safety Induction
Following the department safety induction when you arrive, you will be issued with a Day One Safety Induction form. Please take the completed form, together with a copy of your registration confirmation to your Senior Research Group Administrator who will then give you your identity card. Once you have your identity card, it serves as a security pass and a library card, as well as giving you access to the Ethos Leisure Centre and other student facilities. All students registered with the College are automatically members of the Imperial College Union.
2. Our Principles

These define the guiding principles of the College community and students.

**Imperial will provide through its staff:**

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

**Imperial will provide students with:**

- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full course costs and financial support
- An appropriate and inclusive framework for study, learning and research

**Imperial students should:**

- Take responsibility for managing their own learning
- Engage with the College to review and enhance provision
- Respect, and contribute to, the Imperial community

**The Imperial College Student’s Union will:**

- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects and social activities throughout the year
- Represent the interests of students at local, national and international level
Supervisors expect you to:

1. **Take responsibility for your thesis** - in the end it is your work and your supervisors are here to help you accomplish your research objectives, but not to do the thinking for you!

2. **Work hard** - a research degree cannot be accomplished with only a 9-5 effort. Imperial is a top ranking University and we expect that students will strive to accomplish good work.

3. **Display initiative** - ultimately, the person who drives the process and strives to understand the research area is you. We expect you to be curious about your work and to think about how other ideas/work have an impact on the research you are doing. In light of this, it is a requirement for you to attend all lab meetings, work in progress etc plus other seminars. **TO BE A SCIENTIST - YOU SHOULD BE CURIOUS ABOUT SCIENCE!**

4. **Write papers** (this is dependent on field of study) before you have submitted your thesis. The process of writing enables you to develop skills which are useful when writing up your thesis, and the fact that you have had papers refereed/accepted by International journals satisfies the external examiner that you have what it takes!

5. **Be self-critical of your own work and results**, and use these skills in being sceptical of results in the literature.

6. **Help colleagues** (especially less experienced ones) in the laboratory to learn through discussions and demonstrations.

7. **Keep up** with the literature in your field.

8. **Provide regular reports** detailing your results - you should be conscientious about keeping a laboratory notebook and regularly entering all your data into tables and Excel spreadsheets.

9. **Be aware of safety** at all times and follow safety procedures, especially if you are working in a laboratory.

10. **Develop your skills and learn new ones** by attending the professional skills courses and lectures provided by the Graduate School, your own and other College departments/divisions/faculties and by any other external providers.
In return, as a student you can expect your supervisor, to:

1. **Be supportive** of you both intellectually and personally,

2. Set up a viable project and **ensure that you have a clear idea of aims and objectives** and an initial work-plan,

3. **Provide** an adequate work space for you,

4. **Be available** (or provide an identified substitute) to meet with you at least twice a month to talk about your research, and to meet with you to talk about any research problems at relatively short notice although, at certain times of the year, you may need to give a few days' notice,

5. **Help** and guide you extensively in your first year; help you in your second year; and be a sounding board in your third year. The help is tapered as you develop confidence in your own abilities and research skills, to enable you to learn to work more on your own and to make more of your own decisions,

6. Help **develop** your skills in technical writing, oral presentations, problem definition, statistical data analysis and critical literature reviews,

7. Help **enable** you to attend at least one conference to present a paper,

8. Provide adequate **funds and/or facilities** for your research project,

9. Read your thesis thoroughly and make **constructive comments** on both style and intellectual content.

**Together, students and supervisors are expected to:**
Adhere to the College time-frames, for example you have a maximum of 4 years between registration and submission of the PhD thesis.

The codes of practice for students and supervisors are available here: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/)
4. PhD Milestones

Post-registration (within 3 months of initial enrolment)

The following items are required post-registration:
- An approved Initial Research Plan – see below
- Completion of the RAFT Blackboard Course
- An English Language exemption (email Centre of Academic English english@imperial.ac.uk) or pass in the College’s English Assessment 1 (see http://www.imperial.ac.uk/academic-english/phd-students/)

Initial Research Plan (within 3 months of initial enrolment)

Your first task, which can be well under way before arriving at College, is to prepare a research plan in collaboration with the supervisor. The plan must be submitted not later than the end of the 3rd month (6th month for part-time students) after initial registration and should include:
- a statement of the general topic area
- an initial formulation of the specific research questions or issues to be addressed
- a list of the principal references on which the work will draw
- a list of objectives for the first year
- a list of taught courses to be taken

In preparing the plan, you will collaborate with your supervisor and seek guidance on appropriate preparatory reading. The research plan should not exceed 6 pages. You should submit the report on Blackboard by 5 pm at the end of the 3rd calendar month of initial enrolment. The IRP will be graded by the supervisor on a pass/fail basis.

Early Stage Assessment (ESA) (within 9 months of initial registration)

The College requires that a student’s PhD research potential be assessed by an examination held before the end of the 9th month (18th months for part-time students) after the date of initial registration.

The student is required to submit a report not exceeding 20 pages. The report will:
- set out the main research aims
- include a literature survey
- demonstrate awareness of activity in the research field by setting the research into a broad context
- demonstrate technical aptitude appropriate to the PhD programme by presenting technical concepts and preliminary research work
• include a research plan in the form of a list of research tasks, milestones and a schedule

The student will be examined orally on the contents of the report. The assessment panel will include one or two assessors and the supervisor. The assessor(s) should be chosen appropriately to judge the technical aspects of the research as well as the student’s research methodology impartially.

The student may also be required to pass appropriate written examinations as specified at the start of their programme

The student must have completed at least two Graduate School professional skills courses and the plagiarism awareness course to pass the Early Stage Assessment.

The outcome of the examination will be one of
a) confirmation of the student’s continuing registration for PhD
b) transfer of the student’s registration to MPhil
c) the student is required to withdraw from the College

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination once provided that any such resit is completed before the end of the 11th month after the date of initial registration.

The student should submit the report electronically on Blackboard by 5 pm at the end of the 9th calendar month of the initial registration date. Students who do not submit their report by the stated deadline will normally be required automatically to withdraw.

**Late Stage Review (LSR) (between 18 and 24 months of initial registration)**

Students are required to submit a report and give a presentation comprising of at least:
• a contents page for the complete thesis
• a statement of expected original contributions
• an assessment of the research achievements so far and
• a work plan and schedule for completion of the thesis

The report and presentation will be assessed by the supervisor and one other academic assessor, normally the Mentor. Additional requirements of this assessment are:
• satisfactory completion of any English language training
• completion of an additional two Graduate Skills professional skills courses (a total of four must be completed by LSR)
The outcome of the examination will be one of
a) confirmation of the student’s continuing registration for PhD or
b) transfer of the student’s registration to MPhil or
c) student is required to withdraw from the College

The student should submit the LSR report on Blackboard by 5 pm of the 24th calendar month of registration. Students who do not submit their report by the end of the 24th month after initial registration will normally be required automatically to withdraw. The Late Stage Review oral presentation should be held as soon as possible after the submission of the report.

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination one time provided that any such resit is completed within 3 months of the first attempt.

**Three-year end-date (36 months)**

The initial registration period for PhDs is three years (36 months). At the end of three years, students must review their progress with their supervisor and select one of the following options:

1. If all experimental work is complete, the student can enter a writing-up period for a maximum of 12 months during which they will write their thesis. In order to enter the writing-up period, students must complete a PhD completion statement and writing-up form. Entering the writing-up period incurs a £200 fee.
2. If there is significant experimental work still to be done after three years, the period of full registration must be extended, incurring full tuition fees for the period of extension. Extensions beyond three years have implications for scholarships/studentships which only provide tuition fees for three years. Students seeking to extend registration should consult their supervisor and the Postgraduate Manager in advance of the three-year end-date.
3. If the student has written their thesis, they may submit it via e-Thesis.

**Final Thesis Submission (36-48 months)**

Students must submit their final thesis in accordance with Imperial College regulations within 48 months of initial registration. It is College policy that full-time students registered for research degrees will not normally be permitted to submit their thesis for examination later than 48 months after initial registration.

Information on thesis submission
## 5. Timetable of a Typical Research Degree (Summary)

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| 1     | Register with College  
Enrol on Blackboard  
Complete **RAFT** Blackboard course  
Initial English language Assessment 1 for non-native English speakers  
Register for EEE taught courses if recommended  
Book Grad School Professional Skills courses |
| 1-3   | **Initial Research Plan**  
- Submit report on Blackboard |
| 1-6   | Meeting with the Postgraduate Tutor |
| 9     | **Early Stage Assessment**  
- Submit report on Blackboard  
- Oral examination  
Completion of two Graduate School professional skills courses  
Completion of Plagiarism Awareness course on Blackboard  
Completion English language Assessment 2 at ESA |
| 18-24 | **Late Stage Review**  
- Submit report on Blackboard  
- Oral examination  
Satisfactory examination result in any mandatory taught courses  
Completion of additional two Graduate School professional skills courses |
| 36    | End of research and technical work  
**Completing Research Status (CRS) writing-up period begins**  
End of most funding  
Overseas students may need to extend their visa |
| 42    | Submission of **draft thesis** to Supervisor |
| 44    | Deadline for submission of exam entry/nomination of examiners form |
| 48    | End of CRS writing-up period  
**Final deadline for submission of thesis to Registry**  
No submission of thesis permitted later than 48 months |
6. Timetable of a Typical Research Degree (Detail)

The first week:

Contact the PG Office or your Research Group Administrator
Once you have completed the College enrolment formalities and have actually arrived at College, please contact your Senior Research Group Administrator or Calum MacLeod, Postgraduate Manager in order to:

- Confirm your start date
- Enrol on ‘Blackboard’ (Imperial’s virtual learning environment). Refer to [http://www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/vle/forstudents](http://www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/vle/forstudents) for more information.
- Deadlines will be set up for you on Blackboard for the submission of your PhD milestone reports

The first three months:

Risk Assessment Foundation Training (RAFT)
This Risk Assessment Foundation Training Course on Blackboard is compulsory and should be completed within a month of first registration. Everyone working in laboratories, workshops, conducting fieldwork or involved with any hazardous activities should understand the principles of risk assessment, with the aim of reducing the risk of injury, harm to the environment and damage to equipment and facilities. The Course also gives students useful transferrable skills for future study and work. [https://bb.imperial.ac.uk/](https://bb.imperial.ac.uk/)

Initial Research Plan (IRP)
You will need to agree the area of your research project with your supervisor and develop an initial research plan. This will need to be submitted on Blackboard by the agreed deadline and a hard copy given to your Supervisor for approval.

Mandatory and/or recommended courses
Students are normally required to take relevant lecture courses during their first year, as determined by their supervisor, and to pass the courses’ examinations where appropriate. If you are undertaking any taught modules and examinations please inform Lina Brazinskate, Teaching Office Administrator, l.brazinskaite@imperial.ac.uk, as soon as possible.
Professional Skills Development Courses: Students are required to enrol with the Graduate School and take at least 4 courses. 2 courses must be completed by ESA, and a further 2 by LSR. It is a good idea to register for at least two courses in the first three months of your PhD.

Risk Assessment Foundation Training (RAFT): All students are required to complete this mandatory online training, accessed via Blackboard.

English exemption or result of English Assessment 1
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/)

It is strongly recommended that all students who are not native speakers of English, take advantage of the English language courses on offer to help them improve their written English in preparation for writing their ESA, LSR reports and thesis.

The aim of the requirement is to help, remind and encourage you to work on your English language skills, particularly writing, and to ensure that you receive the necessary support throughout your PhD.

If in doubt, the first step is to take the English Assessment 1 as soon as possible after registering for your PhD.

The first six months:

You can expect in the first six months to spend a lot of time searching the literature and attempting to define your project. During this period you may experience a lot of ups and downs, so guard against feeling discouraged - it is a necessary part of the process!

Meeting with your Postgraduate Tutor
In the first or second term you will receive an email to invite you to meet with the Postgraduate Tutor (Dr Imad Jaimoukha). The Postgraduate Tutor is responsible for the pastoral welfare of all postgraduate students in the Department and the purpose of this meeting will be to discuss your general progress and to help if there are any particular settling-in problems.
Postgraduate Mentor
Following the submission of your Initial Research Plan, you will be assigned a postgraduate mentor who is a member of academic staff outside your own Group. The mentor is available to provide impartial academic support and guidance.

9 months

Early Stage Assessment (ESA)
Having initially registered for your PhD, this assessment is to ascertain your suitability to continue on the PhD programme. You are required to submit a report, not exceeding 20 pages, on Blackboard within 9 months of your initial registration. Your supervisor will then organise an oral assessment.

Graduate School Professional Skills Courses
Satisfactory completion of a minimum of two professional skills courses is required by ESA.

Plagiarism Awareness Course
The Plagiarism Awareness course on Blackboard is compulsory and must be completed before the Early Stage Assessment. The course is designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is.

English Language Assessment 2 at ESA
Students who have not achieved the 45% pass mark at their initial English language test will have been informed by the Centre for Academic English and encouraged to enrol on one of the English Language courses run by the College before attempting a second test at Early Stage Assessment.

18-24 months

Late Stage Review (LSR)
You are required to submit a report electronically on Blackboard and give a presentation.

English Language support at LSR
Students who achieved level 1 at their English Language Assessment 2 (ESA), will be advised to contact the CfAE for an informal assessment of their current English abilities and to continue with any recommended support.
### 36-48 months

**Completing Research Status - Writing up and submitting your thesis**

The College expects PhD students to have completed their research work and draft thesis by the end of three years since this is the normal duration of funding, e.g. from a Research Council.

Students who have completed a minimum of 36 months full-time registration and have completed all experimental and programming work may apply to register as Completing Research Status. They should meet with their supervisor and complete and agree a **Time Plan and Completion Statement** detailing their month-by-month breakdown of work leading to submission. This needs to be approved by the Director of Postgraduate Studies before a student may register in CRS. CRS registration is for a maximum period of 12 months upon payment of a CRS registration fee of £200.

**Exam Entry/Appointment of Examiners**

When you know the date when your thesis is likely to be ready for submission, you will need to submit your PhD examination entry/appointment of examiners form about four months before that date. This form involves deciding on a thesis title and submitting a description of thesis, both agreed with your supervisor, who will approve the form before emailing it to the Postgraduate Manager. At the same time, your supervisor will submit the names of two examiners, one internal and the other external to the College, but both experts in the field of research of the thesis. You will have to allow a month after the actual submission of the soft bound copies of the thesis for the examiners to read it. In the meantime, your supervisor will have arranged a time and place for the oral examination (viva).

**Submission of Thesis**

Candidates should submit their thesis electronically, via the e-thesis website. At least two viva copies should be ordered with a third for the candidate.

See the College’s [guidance for the examination of research degrees](#).

It is College policy that no full-time student registered for research degree study will be permitted to submit their thesis for examination later than 48 months after initial registration, unless there are genuine mitigating circumstances.

**Examination and awards procedure**

Your supervisor can only attend the examination at your invitation. The examination usually lasts a couple of hours and you will be told of the result.
immediately afterwards. The Graduate School provides useful guidance on how to prepare for your viva.

**Final Thesis**
After the viva (and completion of any corrections) the final version of your thesis should be submitted on Spiral, the Imperial College Digital Repository.

**Postgraduate Awards Ceremony**
The Postgraduate awards ceremony is held in the Royal Albert Hall in May for those obtaining their degrees the previous year.
7. Early Stage Assessment Report Guidelines

Purpose of the Report

This report aims to provide new research students with an early and significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused. The report also gives the supervisor the opportunity to obtain a clear picture of the student’s abilities – in terms of intellectual level, analytical and practical skills, and technical writing – and the student’s aptitude for research. Based on the assessment of the report, a student’s suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing. Last, but not least, the report provides a mechanism to document the first period of research and provide practice for technical report writing in a way which helps to prepare students for writing their thesis later in the programme.

Format of the Report

The report must not exceed 20 pages in length and may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX or LyX to be well suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

Submission Procedure

The deadline for submission is 5 pm exactly 9 calendar months after the date of initial registration. This deadline is firmly imposed. The department currently uses Blackboard for document submission. Blackboard is set up to enable students to upload a PDF document and the uploading process is logged with a time-stamp. The upload process automatically closes at the instant of the deadline after which time uploading is no longer possible and the assessment is deemed to have been missed.

Assessment Procedure

The student will be examined orally on the contents of their report. The assessment panel will include one or two assessors from the academic staff of the College and the supervisor. The assessors will be chosen appropriately to judge the technical aspects of the research as well as the student’s research methodology impartially.

As part of this assessment and in addition to the report, the student will also be required to:

- pass appropriate written examinations as specified at the start of their programme
• have satisfactory completed at least 2 professional skills training courses

The outcome of the assessment will be one of:

a) Confirmation of the student’s continuing registration for PhD
b) Transfer of the student’s registration to MPhil
c) The student is required to withdraw from the College and will not be permitted to continue their registration on the programme

In cases b) or c), the student may, at the discretion of the assessment panel, resit the assessment one time provided that any such resit is completed before the end of the 11th calendar month after the date of initial registration.

Students who do not submit their report by the stated deadline will normally be required automatically to withdraw from College and will not be permitted to continue their registration on the programme.

From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Office at the earliest possible moment if their work has been affected by any such circumstances.

Contents of the Report

The report should be helpful to the student in crystallizing their thoughts and targeting their efforts in one or more direction of high potential value for a PhD thesis. The content of the report will vary according to the topic and the nature of the research so as to factor in, for example, a balance between theoretical and practical content appropriate to the student’s particular research project. All reports will be assessed against the following criteria:

The Early Stage Assessment report should
• set out the main research aims
• include a literature survey
• demonstrate an understanding of the research topic(s)
• demonstrate broad awareness of activity in the research field by setting the research in context
• demonstrate technical aptitude appropriate to the PhD programme by presenting technical concepts and preliminary research work
• include a research plan in the form of a list of expected original contributions, research tasks, milestones and a realistic schedule.
Expected Level of Detail and Depth

The level of technical detail and depth is expected to be at or exceeding the level of a masters (MSc) dissertation. The report needs to be concise with an appropriate balance of breadth, which is often achieved in the parts of the report associated with review of the literature, and depth, which is often achieved in the parts of the report associated with the student’s own research activity.

Expected Level of Originality

There is no requirement for original contribution in the Early Stage Assessment report. However, students should highlight and justify the topic area(s) in which they expect to contribute original scientific and engineering research outcomes and these should be listed explicitly in the research plan.

A Note on Plagiarism

All written work must adhere to proper scientific practice and, in particular, the College’s rules on plagiarism that are published separately. Reports submitted are routinely checked for plagiarism.
8. Late Stage Review Report Guidelines

Purpose of the Report and Presentation
This report and presentation aim to provide research students with a significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused. The report also gives the supervisor the opportunity to obtain a clear picture of the student’s progress towards the final PhD thesis, both in terms of the original research achieved to date and in terms of the quality of technical writing. Based on the assessment of the report, a student’s suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing.

Format and Content of the Report
The report may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX (or LyX) to be well suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

The report should contain:
- a contents page for the complete thesis
- a statement of expected original contributions,
- an assessment of the research achievements so far and
- a work plan and schedule for completion of the thesis.

Format of the Presentation
The presentation is typically of 30 mins duration, but this may be varied by agreement with the supervisor, and will normally be attended by colleagues and co-workers. It should present the new research undertaken so far – as if at a conference – and the research plan to complete the thesis. The presentation is organized by the supervisor.

Submission Procedure
The deadline for submission of the report is 5 pm exactly 24 calendar months after the date of initial registration. This deadline is firmly imposed. The department currently uses Blackboard for document submission. Blackboard is set up to enable students to upload a PDF document and the uploading process is logged with a time-stamp. The upload process automatically closes at the instant of the deadline after which time uploading is no longer possible and the assessment is deemed to have been missed.
Assessment Procedure

The report and presentation will be assessed by the supervisor and one other academic assessor, normally the Mentor.

Additional requirement of this assessment is:
- Satisfactory completion of any English language training.

The outcome of the assessment will be one of:
a) Confirmation of the student’s continuing registration for PhD
b) Transfer of the student’s registration to MPhil
c) The student is required to withdraw from the College and will not be permitted to continue their registration on the programme

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination one time provided that any such resit is completed within 3 months of the first attempt.

Students who do not submit their report by the stated deadline will normally be required automatically to withdraw from College and will not be permitted to continue their registration on the programme. From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Office at the earliest possible moment if their work has been affected by any such circumstances.

Expected level of detail and depth

The level of technical detail and depth is expected to be at or close to the level of the PhD thesis in at least some areas. In many cases, this report can contain drafts of the thesis Introduction and Literature Review chapters.

Expected level of originality

The expected original contribution of the thesis should be described with sufficient level of detail and supporting work to put forward a convincing thesis proposal.

A note on plagiarism

All written work must adhere to proper scientific practice and, in particular, the College’s rules on plagiarism that are published separately. Reports submitted are routinely checked for plagiarism.
9. Plagiarism

Plagiarism Awareness Course
PhD Students are required to take the compulsory Blackboard course in Plagiarism Awareness. It must be completed within 9 months of initial registration.

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own words and incorporate your own ideas and judgements. Cases of suspected plagiarism will be dealt with under the College’s Examination Offences Policy and may result in a penalty being taken against any student found guilty of plagiarism.

General information on plagiarism:
http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

Information on the TurnitinUK Plagiarism Detection Service at Imperial College London:
www.imperial.ac.uk/adminservices/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/
10. Attendance and Regulations

Attendance
The Registry has to be informed of any students not in attendance as College is obliged to monitor the attendance of all students. For overseas students, non-attendance is reported to the UK Border Agency. Therefore, non-attendance, withdrawals and interruptions of study must be reported to Registry as soon as possible. By taking unauthorised leave of absence, overseas students may also be in breach of UK Border Agency regulations which may affect their student visa and their ability to remain in or return to the UK. Due to recent changes to Tier 4 visa regulations, an interruption of studies may result in a curtailment of a student’s visa, and the student may be required to leave the UK and reapply for a visa from their home country. **Tier 4 students who are looking to interrupt must contact the International Student Support team before applying for an interruption of studies:** [http://www.imperial.ac.uk/study/international-students/visas-and-immigration/](http://www.imperial.ac.uk/study/international-students/visas-and-immigration/)

Study Leave
It is possible that the course of study will require a student to collect or study material elsewhere than at the College; part of the time may need to be spent in other places. Your supervisor will need to apply using Form IC/D. Study leave is not permissible during the first or last three months of your study.

Interruption of Studies
It may happen that a personal emergency or other circumstance arises which requires you to interrupt your studies. It is vital that you inform your supervisor immediately so that your registration can be suspended until you return and you do not, unnecessarily exceed the maximum registration period. Interruption of studies can be applied for using Form IC/B. You will not be liable for fees during this period. Students who receive a maintenance bursary will have their payments stopped during the period of interruption.

Absences (including holiday) from College
Full time students must notify the Postgraduate Office, preferably by email to [c.macleod@imperial.ac.uk](mailto:c.macleod@imperial.ac.uk) and their Senior Research Group Administrator, if they are to be away from College for more than 3 days, with the exception of the official College closures at Christmas and Easter. A medical certificate should be produced after 7 days if absence is due to illness.

Holidays
Students should always agree their holiday arrangements with their supervisor in advance, taking operational considerations into account. No more than 8 weeks, including public holidays, may be taken in each year. The Senior Research Group Administrator and PG Office should be notified.
Withdrawals
The College reserves the right to require any student whose academic progress is unsatisfactory or who fails in an examination to withdraw from the College. Procedures relating to withdrawals are published and maintained by the Registry (see Student Withdrawals and Appeals - Procedure for dealing with cases of unsatisfactory academic progress in Academic Regulations). Students’ progress will be continually monitored by the Department. In addition, specific assessments of progress will be made based on, in the first year, Initial Research Plan, Early Stage Assessment and Taught Course Examinations and, in the second or third year, the Late Stage Review.

Forms, Procedures and Regulations
For information on general academic issues and the regulations for students, please refer to:
http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/
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 PhD Summer Showcase. 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.

Sue Gibson
I would like to welcome you to the Graduate School’s programme of professional development for research students.

Our team of tutors have a wide variety of research and other career experiences. We understand just how important it is to develop professional skills whilst undertaking postgraduate research studies. Not only does our programme help you to progress in your academic studies, it can also be part of your preparation for your future career. We provide the opportunity for you to practice your presentation skills, academic writing skills and other key skills. It will also give you the chance to meet students from a variety of subject disciplines building your network.

We offer a range of interactive courses including face-to-face workshops, interactive webinars and online self-paced courses. We also offer a choice of residential opportunities. We have 3 residential retreats including thesis writing, team work and research impact. We also have our Global Fellows Programme which provides the fantastic opportunity to spend a week with researchers from across the world. 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

Janet De Wilde
13. Resources

Publications and Conferences
During your research work you will probably be asked to contribute to the research group’s research publications. These are the written record of your research and the work of the Research Group as a whole. Publications are also the means by which you and the research output of the Department as a whole is judged on the world stage. Sometimes this is by presenting your research paper at a Conference (often in a sunny and/or exotic location) in front of an international audience or alternatively, your paper may be submitted for publication to a specialist journal. Your supervisor will normally be able to fund your attendance at important conferences - particularly those at which you will be presenting a paper. Your paper may be co-authored by your supervisor and other research colleagues but it is a requirement that all co-authors should have made a significant intellectual or practical contribution to the published work.

PhD Student Travel
The Department is very keen to encourage you in your research and particularly to disseminate your results widely. Attending a conference is an ideal way in which to gain a broad understanding of research activity in your area and to both learn from and contribute to the body of scientific knowledge. Accordingly the Department offers a travel allowance of £700 in order for you to attend a suitable conference, preferably during the first year of your PhD programme. You should discuss with your supervisor which conference would be appropriate for you to attend and at which you may be able to present some of your own work. Payment of the allowance will be by reimbursement of expenses (expense claim form) which must be fully supported by receipts up to the stated amount and submitted to the Postgraduate Manager for approval.

Before going on an internship, placement or to a conference or meeting outside the College, please ensure you have sought agreement from your supervisor and informed your Senior Research Group Administrator of your travel plans. Your SRGA will be able to advise you of any action you may need to take regarding emergency contact information, health advice and clearance, travel insurance registration (with the College), security issues and any need for a risk assessment. Further information can be found at http://www3.imperial.ac.uk/safety/subjects/offsiteworking1

Graduate Teaching Assistants (GTAs)
As a valued member of the Department, and in addition to your research activities, you are encouraged to broaden your experience and develop further skills by acting as a Graduate Teaching Assistant (GTA). There are various roles offered within the department such as demonstrating, mathematics
tutoring, assistant teaching and marking. Initially, you will be required to participate in a training programme which will lead to the award of a Faculty of Engineering endorsed certificate.

GTAs can claim payment for undertaking teaching support duties.

Information on working as a GTA in the Department is available here.

Computers and photocopying
As a registered student, you will have access to all necessary experimental apparatus, computer facilities and photocopying facilities located within the research group. Constraints or health and safety regulations concerning their use will be explained to you by your Senior Research Group Administrator. You will mostly use the computers provided by your Research Group but there are additional departmental computing facilities in an open access lab in Room 305. There are also 2 photocopiers on Level 1. Access is gained via your College ID card, which will need to be in credit before use. The link to the ICT print service is: http://www.imperial.ac.uk/ict/printservice
14. Information Resources

EEE Subject Librarian

Your Subject Librarian is:
Angela Goldfinch
Level 1, Central Library
Email: a.goldfinch@imperial.ac.uk Phone: 02075948882

We are here to provide help and support throughout your whole research process. For example, we can help you: organize your initial literature searching, develop effective search strategies, keep a watch for new papers of interest, use reference management software to organize your references and article library, reference and cite correctly for writing up, ensure you don’t plagiarise. We are happy to provide support in group training sessions and on a 1 to 1 basis – just contact me for help.

Central Library

More detailed information about Library services etc can be found at: http://www3.imperial.ac.uk/library

- Help. For quick, specific queries on using Library resources, please contact the Library Information Hub (02075948810) or use our online enquiry service, ASK the Library (www.imperial.ac.uk/library) – we are very friendly, helpful people! If your query is more complex or you require more in-depth support then please contact Angela (EEE Librarian - see above).
- Library opening hours. The Library is open 24 hours (except from late Friday till Saturday 10 am). Please note: the Information Hub is not staffed all the time.
- Library resources. To find out what resources (both print and electronic) are available through the Library, use the Library Search box on the Library website http://www3.imperial.ac.uk/library.
- Borrowing. Your College ID card is also your library card for borrowing material. Books (up to 40) are borrowed for 3 weeks with automatic renewal. Items will be recalled if required by another user. You can also request material that is out on loan once you sign in to Library Search.
- Electronic Resources. You now have free access to thousands of e-journals, databases and e-books as a member of Imperial College. Most resources do not require user names or passwords if working at a College computer/using our wifi. For information on off-site access please see the Library website (Passwords and working off-site). We
recommend you set up use of VPN if you wish to access electronic resources off-site on a regular basis.

- **Document Delivery Service.** If you find we don’t have a particular item then you can use this free service http://www.imperial.ac.uk/library/find-books-articles-and-more/document-delivery-service/.

- **Computer and Printing Facilities.** Computers, printing/copying facilities and wifi are available in the Library.

- **Reference management software.** The College provides the following reference management software for use by post graduate research students: Endnote. Training and support is available for these.

- **Access for Users with Disabilities.** The Library aims to meet the needs of all users. A booklet “Library Disability Guide” is available from the Information Hub. Specialist software is also available – please ask at the Information Hub.
15. Structure, Roles and Responsibilities

The Department’s research is carried out within five groups which provide a focus for the many and varied investigations that take place and the many fields of interest. Their boundaries are not fixed: a member of academic staff may belong to more than one group. This structure provides a coherent view of our research, and provides flexibility in keeping with fast-moving and changing fields of study. Each Group has a Head and a Deputy Head.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Head of Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuits and Systems</td>
<td>Professor George Constantinides</td>
</tr>
<tr>
<td>Communications and Signal Processing</td>
<td>Professor Kin Leung</td>
</tr>
<tr>
<td>Control and Power Engineering</td>
<td>Professor Alessandro Astolfi</td>
</tr>
<tr>
<td>Intelligent Systems and Networks</td>
<td>Professor Yiannis Demiris</td>
</tr>
<tr>
<td>Optical and Semiconductor Devices</td>
<td>Professor Richard Syms</td>
</tr>
</tbody>
</table>

Your Research Group
You will conduct your research largely within the small community of a research group. A research group consists of academic staff who share common or complementary research interests, a group of research students at varying stages of their PhD studies and research staff, often post-doctoral research assistants, who work on specific research projects connected to the overall interests of the group. This community offers a wealth of social and academic opportunities. Contact with other research groups is also encouraged.

Your Supervisor
Your most important contact is your research supervisor, to whom you have either already been or will shortly be assigned. Your supervisor will be able to guide you on the nature of your research and the standard expected. He/she will also advise you of any further training opportunities in the form of taught courses, and research techniques that may be available. Your supervisor will spend an average of about one hour per week with you, however the frequency of contact may be irregular, and this is only an average figure.
<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Yeatman</td>
<td>610a</td>
<td><a href="mailto:e.yeatman@imperial.ac.uk">e.yeatman@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Head of Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Holmes</td>
<td>701</td>
<td><a href="mailto:a.holmes@imperial.ac.uk">a.holmes@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Director of Postgrad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imad Jaimoukha</td>
<td>1113</td>
<td><a href="mailto:i.jaimoukha@imperial.ac.uk">i.jaimoukha@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Tutor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calum MacLeod</td>
<td>607</td>
<td><a href="mailto:c.macleod@imperial.ac.uk">c.macleod@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Andrew has overall administrative responsibility for the Department's postgraduate affairs including monitoring the progress of every postgraduate student towards their progression milestones and thesis submission. He is responsible for ensuring that all College regulations are applied appropriately in the Department.

Imad is responsible for the welfare and training of research students. Every new student will be invited to meet with the Postgraduate Tutor in his or her first term. Thereafter they will meet once each year. You can discuss with Imad any difficulties with your studies or if you have personal circumstances which are hindering your progress.

Calum is responsible for the management of postgraduate data, finance, policy, and processes. He also provides guidance for students and non-academic pastoral support.
<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Email</th>
<th>Position</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiesia Hsissen</td>
<td>910</td>
<td><a href="mailto:w.hsissen@imperial.ac.uk">w.hsissen@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Circuits and Systems, MSc Course Administrator, MSc in Analogue and Digital IC Design</td>
</tr>
<tr>
<td>Charlotte Grady</td>
<td>810</td>
<td><a href="mailto:c.grady@imperial.ac.uk">c.grady@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Communications and Signal Processing, MSc Course Administrator, MSc in Communications and Signal Processing</td>
</tr>
<tr>
<td>Michelle Hennessy-Hammond</td>
<td>1110</td>
<td><a href="mailto:m.hennessy-hammond@imperial.ac.uk">m.hennessy-hammond@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Control and Power, MSc Course Administrator, MSc in Control Systems</td>
</tr>
<tr>
<td>Guler Eroglu</td>
<td>1102</td>
<td><a href="mailto:g.eroglu@imperial.ac.uk">g.eroglu@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Control and Power, MSc Course Administrator, MSc in Future Power Networks</td>
</tr>
<tr>
<td>Joan O’Brien</td>
<td>1002</td>
<td><a href="mailto:j.obrien@imperial.ac.uk">j.obrien@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Intelligent Systems and Networks</td>
</tr>
<tr>
<td>Jay Sahote</td>
<td>713</td>
<td><a href="mailto:j.sahote@imperial.ac.uk">j.sahote@imperial.ac.uk</a></td>
<td>Senior Research Group Administrator</td>
<td>Optical and Semiconductor Devices</td>
</tr>
</tbody>
</table>
16. Feedback and Welfare

Postgraduate Staff/Student Committee

This is an opportunity to make your feelings and views heard. The Committee consists of representatives from each research group and each MSc course, the Director of Postgraduate Studies and the Postgraduate Tutor and it meets once a Term. Issues that have been discussed at previous meetings include postgraduate training, introduction of new college regulations, provision of a postgraduate common room and social opportunities.

Research Groups:
PhD representatives are elected by their fellow research students for each of the following research groups:

- Circuits and Systems
- Circuits and Systems (Centre for Bio-inspired Technology)
- Communications and Signal Processing
- Control and Power
- Intelligent Systems and Networks
- Optical and Semiconductor Devices

MSc Courses:
MSc student reps are elected for each MSc programme:

- Analogue and Digital IC Design
- Communications and Signal Processing
- Control Systems
- Future Power Networks

HiPDES CDT:
A HiPDES PhD student based in EEE is elected to sit on the committee.

It is very important that the administration of the Department understands the views of its postgraduate community so please try to take an active part in this process.

Students Union

Imperial College Union represents all students at Imperial College London, regardless of their level or duration of study. It provides Postgraduate students a robust portfolio of services and opportunities that support students’ learning, welfare and personal and professional development.
Students are encouraged to take advantage of the social and sporting opportunities offered by the Students' Union. Imperial College Union is led by Officer Trustees who are elected every year in a cross-campus ballot. The Officers work full-time to improve the Imperial experience for the students that they represent. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with your supervisor and your Postgraduate Tutor the possible effect on your academic studies and where appropriate how best to prepare to resume your studies in the event that you are elected.

**Student Surveys**

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of means to give your feedback on your Imperial experience, a number of surveys are held each academic year providing you with an opportunity to express your views.

- Postgraduate Research Experience Survey (PRES)
- Student Experience Survey (SES)
- ICU – Your voice

For further information: [http://www.imperial.ac.uk/students/academic-support/student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/)

**Student Welfare and Support**

At any time during your studies, you may need support and advice for non-academic problems which may affect your study and your life at the university. Full details on welfare and advice can be found at [http://www3.imperial.ac.uk/students/welfareandadvice](http://www3.imperial.ac.uk/students/welfareandadvice)

**Postgraduate Tutor**

In addition to the student welfare and advice services available at College level, in the case of difficulties or concerns students are also encouraged to seek help in the first instance from the department's Postgraduate Tutor, Dr Imad Jaimoukha. You can either email him yourself or ask the PG Office to arrange a meeting with him.

If you wish to complain about some aspect of your academic life and would rather not approach your supervisor, then try the Postgraduate Tutor in the first instance or the Postgraduate Manager.
**Tutor for Women Students**
Kristel Fobelets [k.fobelets@imperial.ac.uk](mailto:k.fobelets@imperial.ac.uk) is a specific point of contact for female students in the department and can be consulted about any difficulties that a student might not wish to discuss with her supervisor or personal tutor.

**College Tutors**
College tutors can provide confidential support, independent of your Department.

**Student Counselling Service**
The Student Counselling Service offers support to all students. The service is free, confidential and you have a choice of group workshops and/or individual sessions. More information can be found at: [http://www3.imperial.ac.uk/counselling](http://www3.imperial.ac.uk/counselling)

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

**Disability Liaison Officer** Clare Drysdale is your first point of contact within our department and is there to help you with arranging any support within the department that you need.

**Disability Advisory Service**: [http://www3.imperial.ac.uk/disabilityadvisoryservice](http://www3.imperial.ac.uk/disabilityadvisoryservice)

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. They can also help if you think that you may have an unrecognised study problem such as dyslexia. The 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.
17. Health and Safety

Health and safety is an important aspect of our lives and one for which we are all responsible. It is particularly important in a specialised environment like Imperial that we maintain the highest health and safety standards. Full details of the College Health and Safety Policy Statement: http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

The Imperial College Health Centre

The Health Centre is located at 40 Prince’s Gardens, South Kensington Campus. http://www.imperialcollegehealthcentre.co.uk/

General Safety within the Department of Electrical and Electronic Engineering

When you have enrolled with the College, you will need to undergo a safety induction within the department and to be issued with a Day One checklist. For students enrolling at the beginning of the academic year, the department schedules a 'Day One' safety induction during the welcome meeting. At other times, students should contact the Research Group Administrator to arrange an induction. Please refer to the College website for more details http://www3.imperial.ac.uk/safety

24 hour emergency number 4444 (internal) or 0207 589 1000 from external phone. Remember to state the building and room number/location you are and also the nature of the emergency.

Fire Alarms
Sounder is continuous. Evacuate immediately
Escape route is via the north or south staircase with an assembly point is on the Queen’s Lawn (south staircase). DO NOT USE THE LIFTS
Fire Alarm test on Wednesday mornings at 8.30 am – short bursts NOT continuous.

Discovering a Fire – Raise the alarm by nearest fire call point or call 4444 giving the building name and room number/location and evacuate the building. Warn any people nearby. Leave the area immediately. Close all doors behind you. Use the appropriate fire extinguisher but DO NOT PUT YOURSELF AT RISK.
First Aid
There is a list of First Aiders on each floor located at the Passenger lifts and the Goods lift. Please make a note of where the nearest one is to you.

Security
The Electrical Engineering building is open from 7.30 am to 5:30pm in the evening (and using your swipe card until 11.50 pm). Please make sure that your personal belongings are kept safe and secure – do not leave them unattended.

Smoking
The Electrical Engineering Building is a no smoking building. If you do wish to smoke, please go outside the building and use the bins provided on level 1.

Food and Drink
No food or drink is to be taken into the lecture/teaching rooms or the teaching labs.

If you notice anything unsafe or have any questions contact:
Andy Paice, Departmental Facilities Manager/Departmental Safety Officer, Room 201, Telephone: x46190 email: a.paice@imperial.ac.uk

Workplace Safety
For helpful hints refer to:
https://www.imperial.ac.uk/safety/safety-by-topic/office-safety/

Staying Healthy with Your Computer
If you have any health concerns arising from the use of VDUs, advice is available from your Departmental / Divisional Display Screen Equipment (DSE) Assessor, or the College Occupational Health Service.

Safe Lifting
There is always a right and wrong way to move heavy or bulky objects safely. Further advice may be obtained from your Departmental Manual Handling Assessor or Departmental/Divisional Safety Officer.
18. Useful Website Addresses

General:

College: http://www3.imperial.ac.uk/
EEE Department: http://www3.imperial.ac.uk/electricalengineering
Registry: http://www3.imperial.ac.uk/registry
Imperial College Union, Student Clubs, Societies: http://www.imperialcollegeunion.org/

International Office: http://www.imperial.ac.uk/study/international-students/
(advice on visas and immigration advice)

Graduate School: http://www3.imperial.ac.uk/graduateschool
Library: http://www3.imperial.ac.uk/library
Centre for Academic English: http://www.imperial.ac.uk/academic-english/phd-students/

Information for students with disabilities: http://www3.imperial.ac.uk/disabilityadvisoryservice
Careers: http://www3.imperial.ac.uk/careers

Research Programme:

Imperial Success Guide: www.imperial.ac.uk/students/success-guide/

Academic and Examination regulations: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

Professional Skills Training: http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch