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Safety

You are responsible for your own safety and for that of your colleagues.

Take all necessary precautions and note that there are regulations that prohibit working alone in laboratories unless a special permission has been granted. **You must attend the Safety Lecture at the beginning of the Autumn Term** and any others which may be arranged throughout the year – watch the noticeboards. If you are concerned about a safety matter please speak to one of the Department Safety Officers.

*All students should access the Mechanical Engineering Department Safety Page on:*

http://www3.imperial.ac.uk/mechanicalengineering/intranet/safety

Please make sure that you read the Departmental Safety Code of Practice 2015 at the above website in your first week. You must also read any other topics that are relevant to your field of research.

**PLEASE READ FOLLOWING PAGE FOR EMERGENCY TELEPHONE NUMBERS**

General Forms, Procedures and Regulations for Students
The website below covers a range of topics, including General Academic and Administrative Issues.

http://www3.imperial.ac.uk/registry/information/formsproceduresandregulations

**PLEASE READ THE IMPERIAL COLLEGE LONDON ‘REGULATIONS FOR STUDENTS’ PAGES AT THE BACK OF THIS BOOKLET**

RAs (staff registered for a degree)

You must ensure that Registry has a copy of your current contract in order to ensure continuity of registration.

Imperial Principles

http://www.imperial.ac.uk/students/student-support/our-principles/
<table>
<thead>
<tr>
<th>Level</th>
<th>Name</th>
<th>Number 1</th>
<th>Number 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Suresh Viswanathan Chettiar</td>
<td>50380</td>
<td>002</td>
</tr>
<tr>
<td>1</td>
<td>Keith Blackney</td>
<td>47185/57023</td>
<td>106/104</td>
</tr>
<tr>
<td>1</td>
<td>Suresh Viswanathan Chettiar</td>
<td>50380</td>
<td>114</td>
</tr>
<tr>
<td>1</td>
<td>Amit Choda</td>
<td>42490</td>
<td>115</td>
</tr>
<tr>
<td>1</td>
<td>Asanka Munasinghe*</td>
<td>47162</td>
<td>123B</td>
</tr>
<tr>
<td>1</td>
<td>Yatish Patel</td>
<td>40932</td>
<td>146</td>
</tr>
<tr>
<td>1</td>
<td>Alex Toth*</td>
<td>46054/51498</td>
<td>114</td>
</tr>
<tr>
<td>4</td>
<td>Sulman Sultan*</td>
<td>46924</td>
<td>438</td>
</tr>
<tr>
<td>4</td>
<td>Ben Testoni*</td>
<td>40886</td>
<td>453A</td>
</tr>
<tr>
<td>5</td>
<td>Daniel Balint*</td>
<td>47084</td>
<td>518</td>
</tr>
<tr>
<td>5</td>
<td>Catrin Davies*</td>
<td>47035</td>
<td>517</td>
</tr>
<tr>
<td>5</td>
<td>Ruth Brooker*</td>
<td>59275/42490</td>
<td>Level 5/115</td>
</tr>
<tr>
<td>5</td>
<td>Judith Thei*</td>
<td>51550</td>
<td>564A</td>
</tr>
<tr>
<td>6</td>
<td>Kostas Bergeles*</td>
<td>57052</td>
<td>609</td>
</tr>
<tr>
<td>6</td>
<td>Serena Dalrymple</td>
<td>47029</td>
<td>612</td>
</tr>
<tr>
<td>7</td>
<td>Bluck, Mike*</td>
<td>47055</td>
<td>747</td>
</tr>
<tr>
<td>7</td>
<td>Leroy Grey*</td>
<td>57117</td>
<td>772</td>
</tr>
<tr>
<td>7</td>
<td>Maria Parkes*</td>
<td>47091</td>
<td>712</td>
</tr>
</tbody>
</table>

- These staff are trained in Emergency First Aid at Work (formerly: First Aid Lifesavers)*

**FOR EMERGENCY MEDICAL ASSISTANCE**
**DURING WORKING HOURS, MONDAY TO FRIDAY,**
**PLEASE CONTACT ONE OF THE FIRST AIDERs LISTED ABOVE**

**OUTSIDE WORKING HOURS AND AT WEEKENDS,**
**PLEASE PHONE Ext 4444 or 0207 589 1000**
**AND STATE CLEARLY THE DETAILS OF THE EMERGENCY, YOUR Exact LOCATION, YOUR NAME AND EXTENSION NUMBER**

Serena Dalrymple, First Aid Co-ordinator, 47029
Mr Ian Wright Departmental Safety Officer, 59724
Mr A Toth, 46054/51498 and Mr A Wallace, 47015 Deputy Departmental Safety Officers
Welcome to the Mechanical Engineering Department, we hope your stay here will be enjoyable and valuable.

The Mechanical Engineering Department
In addition to 230 Postgraduate Research Students, there are about 40 students on one/two-year Masters degree courses and approximately 680 undergraduate students. The formal teaching is carried out by academic staff from the Department, with assistance from the staff of other departments, such as Electrical Engineering, Mathematics and the Management School.

Research is carried out by the academic staff together with research staff and postgraduate students working for their PhD degrees.

Postgraduate Administration

Head of Department
Professor Peter Cawley
Room 460b

Director of Research
Professor Andrew Amis
Room 713

Postgraduate Tutor
Dr Ferdinando Rodriguez y Baena
Room 718

Deputy Director of Research
Dr Daniele Dini
Room 669
Registry (located 3rd floor, Sherfield Building)
The College registers all students on line whether you are a new student or a continuing student. Registration takes place prior to the start of session and you will receive an email asking you to log-on to Student e-Service and register. If you are a continuing student you will already have your log-on and
password for this, if you are a new student you will be sent an email with the information once all the conditions of your offer have been met.

Student Self-Service can be accessed at www.imperial.ac.uk/studenteservice. (As well as using this system to register online, students can also log in to update their contact details throughout the year).

City and Guilds Building

The building has nine floors and these are numbered from 0 to 8; the room numbers begin with the number of the level on which they are situated, commencing at the south end of the building, i.e. room 500 is at the south end of Level 5 and room 791 is at the north end of Level 7 (the top floor). The main entrance from Exhibition Road is on Level 2. The lifts operate between Levels 0 and 7. There is currently limited access to Levels 0 and 8 due to refurbishment. The City and Guilds Building is normally open between 7am and midnight Monday to Friday and 8am to midnight Saturday and Sunday. Access is via swipe card between 6pm and midnight during term and at all times out of term.

<table>
<thead>
<tr>
<th>Level 7</th>
<th>Postgraduate Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director of Research</td>
</tr>
<tr>
<td></td>
<td>AME-MSc Course Director</td>
</tr>
<tr>
<td></td>
<td>Lecture/Seminar/Tutorial Rooms</td>
</tr>
<tr>
<td></td>
<td>Careers Advisor</td>
</tr>
<tr>
<td>Level 6</td>
<td>Lecture/Seminar/Tutorial Rooms</td>
</tr>
<tr>
<td></td>
<td>AME-MSc Course Room</td>
</tr>
<tr>
<td>Level 5</td>
<td>General - Undergraduate Office</td>
</tr>
<tr>
<td></td>
<td>Senior Tutor</td>
</tr>
<tr>
<td></td>
<td>Director of Courses</td>
</tr>
<tr>
<td></td>
<td>Staff/RAs Mail Racks</td>
</tr>
<tr>
<td>Level 4</td>
<td>Head of Department</td>
</tr>
<tr>
<td></td>
<td>Departmental Operations Manager,</td>
</tr>
<tr>
<td></td>
<td>Finance/Accounts/Bursaries/HR</td>
</tr>
<tr>
<td>Level 3</td>
<td>Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td>Research Student Rooms</td>
</tr>
<tr>
<td></td>
<td>Academic Common Room</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Common Room</td>
</tr>
<tr>
<td>Level 2</td>
<td>Main Entrance</td>
</tr>
<tr>
<td></td>
<td>Main Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td>Student mail racks (UG and PG)</td>
</tr>
<tr>
<td></td>
<td>Computer Rooms</td>
</tr>
<tr>
<td></td>
<td>Skempton Link</td>
</tr>
<tr>
<td></td>
<td>Undergraduate BOSS (with microwaves)</td>
</tr>
<tr>
<td></td>
<td>Vending Machines</td>
</tr>
<tr>
<td></td>
<td>Estates Building Manager</td>
</tr>
<tr>
<td>Level 1 &amp; 0</td>
<td>Undergraduate and Research labs</td>
</tr>
<tr>
<td></td>
<td>Research Offices</td>
</tr>
<tr>
<td></td>
<td>Stores</td>
</tr>
</tbody>
</table>

Working accommodation within the Department

Research students may be allocated spaces in Group rooms by Group secretaries. Spaces in Department rooms are allocated by Kate Lewis, Room 719. Keys are issued from the central office on level 4. All keys should be returned and all goods removed from your desk before you leave the College.
Computing Facilities
Computers are usually provided in research student rooms by either the Section or the Department. (Please consult ‘Information for Research Students and Assistants’ from page 12)

Academic Assessments
The work of each research student will be guided by his/her supervisor and co-supervisor, who are members of the academic staff. The final assessment of a research student is based on the thesis submitted and the subsequent oral examination, but you should be aware that intermediate assessments are made and the results used in deciding whether the student should continue and, if so, whether for the MPhil or PhD degree. Details about these assessments are on pages 12 and 13 of this handbook. The preparation of a thesis is a very important part of the research training. You will have to do it yourself but you should consult your supervisor for guidance when you are approaching that stage. All students should conscientiously maintain a log-book for all their practical work.

Special Lectures and Courses
The cohort-based start of session induction timetables are provided separately and you are strongly encouraged to participate in the October event.

It is essential that you attend the Safety Lecture which is given at the beginning of the session. There is also a Workshop Course which it may be necessary for you to attend, depending on the type of project you are doing. You should book a place on this course as early as possible, via Kate Lewis.

English Classes for Overseas Students
Fluency in English is vital if you are to be successful in your course of study. English classes are arranged in the College by the Humanities Department. All postgraduate research students who are not native speakers of English must take an English assessment test at Imperial College London when they start their research studies and, possibly, a second test at their 9 month review.

Difficulties
If you run into academic difficulties, and this is not unusual, you should turn to your supervisor/co-supervisor or course organiser. If you have a personal problem you might also consider a discussion with the Postgraduate Tutor, your supervisor/Course Organiser, or the Head of your Group.

Some problems may even be resolved by speaking to other postgraduate students, such as the postgraduate student representatives, but do note that the College also has a large back-up of Health and Welfare services http://www3.imperial.ac.uk/students/welfareandadvice.

Please remember, however, that the Postgraduate Tutor, Dr Ferdinando Rodriguez y Baena, is here to try to help and advise you on any matter. Please feel free to see him or the Deputy Postgraduate Tutor, Professor Berend Van Wachem, or the Advisor to Female Students, Dr Julie Varley. Should you prefer to discuss a problem with somebody outside the Department then you could consider approaching one of the College Tutors http://www3.imperial.ac.uk/students/collegetutors.

Mentoring
Mentoring has become recognised worldwide as a highly effective learning and development process. Many people can remember being helped and guided by someone who took an interest, shared their own
experience and knowledge, and enabled them to develop. These relationships can often play a crucial part in both personal and professional development.

**Mentors for PhD Students and Research Assistants**
The mentors for PhD students are the Heads of the Research Divisions. Prof. Jianguo Lin (jianguo.lin@imperial.ac.uk) will act as mentor for the Mechanics of Materials Division, Prof. Ricardo Martinez-Botas (r.botas@imperial.ac.uk) for the Thermofluids Division and Prof. Mike Lowe (m.lowe@imperial.ac.uk) for the Applied Mechanics Division. If your supervisor is a Division Head, then Prof. Andrew Amis (a.amis@imperial.ac.uk) will act as your mentor.

**Mentors for Research Associates and Research Fellows**
The mentors for Postdoctoral Research Staff will be Heads of the Research Divisions not in the area of your current research as it is expected that a wider view would be of particular value. Hence, Prof. Jianguo Lin will act as mentor for the Applied Mechanics Division, Prof. Ricardo Martinez-Botas for the Mechanics of Materials Division and Prof. Mike Lowe for the Thermofluids Division. Email contacts as above.

Furthermore, Dr Catrin Davies (catrin.davies@imperial.ac.uk) who recently made the transition from a Research Assistant to become a holder of an EPSRC Career Acceleration Fellowship has agreed to offer further advice.

Our department mentors are there to support you during your Research, so do not hesitate to arrange to meet them if you feel you would benefit from doing so.

**Postgraduate Student/Staff Committee**
This Committee is the forum for general discussion of issues which affect postgraduate research students and the staff most concerned with them. Any member of the Committee may raise issues of interest or concern to any aspect of the PG activities. The Student/Staff Committee is not the appropriate venue to raise or to solve specific problems which arise during a research course although it is the place to discuss persistent or widespread problems which have not responded to the prescribed procedures. A written statement of the problem and its history would be useful in advance of a meeting. Your student representatives are as follows:

<table>
<thead>
<tr>
<th>Biomechanics</th>
<th>Shaocheng Ma</th>
<th><a href="mailto:shaocheng.ma10@imperial.ac.uk">shaocheng.ma10@imperial.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computational Mechanics</td>
<td>Frederic Sebilleau</td>
<td><a href="mailto:frederic.sebilleau11@imperial.ac.uk">frederic.sebilleau11@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Departmental Representative</td>
<td>Daniel Benstock</td>
<td><a href="mailto:daniel.benstock08@imperial.ac.uk">daniel.benstock08@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dynamics</td>
<td>Ioan Hadade</td>
<td><a href="mailto:i.hadade@imperial.ac.uk">i.hadade@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mechanics of Materials</td>
<td>Youssef Ibrahim</td>
<td><a href="mailto:youssef.ibrahim10@imperial.ac.uk">youssef.ibrahim10@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Alison O’Connor</td>
<td><a href="mailto:a.o-connor15@imperial.ac.uk">a.o-connor15@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mechatronics</td>
<td>Chris Burrows</td>
<td><a href="mailto:christopher.burrows08@imperial.ac.uk">christopher.burrows08@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Thermofluids</td>
<td>Gareth Morgan</td>
<td><a href="mailto:g.morgan14@imperial.ac.uk">g.morgan14@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Thermofluids</td>
<td>Tao Li</td>
<td><a href="mailto:t.li13@imperial.ac.uk">t.li13@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Tribology</td>
<td>Alessandra Ciniero</td>
<td><a href="mailto:alessandra.ciniero11@imperial.ac.uk">alessandra.ciniero11@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Nigel Marx</td>
<td><a href="mailto:nigel.marx11@imperial.ac.uk">nigel.marx11@imperial.ac.uk</a></td>
</tr>
<tr>
<td>2013/14 Cohort Rep</td>
<td>Piers Milner</td>
<td><a href="mailto:piers.milner09@imperial.ac.uk">piers.milner09@imperial.ac.uk</a></td>
</tr>
<tr>
<td>2014/15 Cohort Rep</td>
<td>Paolo Angeles</td>
<td><a href="mailto:paolo.angeles09@imperial.ac.uk">paolo.angeles09@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

The department tries to encourage the student reps to organise mini-conferences/seminars to showcase the current research projects being undertaken and see where divisions may overlap with their research and where inter-divisional support can be given. We hope to organise a mini-conference for the October 2015 cohort.
**Cohort student representative.** The main responsibility for this representative will be to organise social events for their respective cohort of students so that relationships can be built between divisions and some fun can be had. This could be ice-skating in the winter at one of London’s ice rink venues or arranging a summer picnic in Hyde Park. There will be a budget given by the department. This cohort rep will also be invited to the Student/Staff committee.

New students who are interested in becoming a cohort rep should express their interest by email to Kate Lewis.

**Holidays**

Research Students may take six weeks holiday a year by arrangement with their supervisor. These weeks are not in addition to the College closure weeks at Christmas and Easter.

College closure days can be found on the following webpage: [http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures](http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures)

**Security**

Imperial College Identity Cards are issued to all staff and registered students (if your card is lost or stolen you must inform the security office immediately).

Some thefts do occur from time to time in College - take great care of your own and of College property; do not leave valuables in College if possible; lock your room/desk/locker and do not leave wallets in jackets in unattended areas etc.

**Accounts**

For project and general accounts please see Angela Ukwedeh (e.ukwedeh@imperial.ac.uk) or Rebecca Rahman (r.rahman@imperial.ac.uk) in room 460d.

**Pigeon Holes**

The letter rack for internal and external mail for PG Course and research students is on Level 2 near the refreshment dispensing machines. There is a two tier system in operation, check both upper and lower letter racks (the lower racks are for larger items of post). Please remember to check these regularly and do not rely solely on e-mail communication.

**Noticeboards**

General PG and Research Students noticeboards are by the lifts on level 5. Please check the noticeboards frequently.

**Careers**

Any course student who is in need of careers advice or assistance in finding employment should see Dr Mike Ristic (room 716) as soon as possible. Research students are also invited to seek assistance in their final year.
Refectories are located in the Sherfield Building.

Breakfast is usually available in the Main Dining Hall, from 8.30 a.m. to 10.00 a.m. and lunch from 12.00 to 2.30 p.m. The Main Dining Hall serves fast food - including vegetarian food.

Postgraduate students may use the Senior Common Room, level 2, which serves a range of hot dishes and salads. On level 2 (opposite the IC shop) is the Q.T. shop which sells a wide variety of salads, sandwiches, snacks and confectionery.

Alternatively, the College Cafe can be found next door to the new Alumni Visitor Centre [http://www.imperial.ac.uk/alumni/benefits/visitor-centre/](http://www.imperial.ac.uk/alumni/benefits/visitor-centre/), in the College's main entrance, and there are vending machines on the concourse of the City and Guilds Building.

### Social

There are many clubs and societies organised by the IC Students Union [http://www.imperialcollegeunion.org/](http://www.imperialcollegeunion.org/), and the Guilds Union Office. We hope you will join in some of these activities as it helps you to meet people from outside the Department, but be selective - there is work to be done too!

### Sports

The College Sports Centre is called ETHOS and is situated on the north side of Princes Gardens. The facilities are extensive and include a large gym, a studio for fitness classes, a 25m swimming pool, a sports hall, squash courts and climbing wall. Most facilities are free for students; students wishing to use exercise equipment must attend an orientation session.

For further information please access [www.imperial.ac.uk/sports](http://www.imperial.ac.uk/sports)

### Union Shop

and Stationers is on level 2, Sherfield Building approach.

### Bank

- a branch of Santander is on the walkway, Sherfield Building approach. There are also cash machines on level 1 of the Sherfield Building and in the entrance hall of the City & Guilds building.

### Finally

May we say again how pleased we are that you are joining us in the Department and look forward to meeting you on various occasions during the year.

Dr Ferdinando Rodriguez y Baena
Postgraduate Tutor,
Mechanical Engineering Department
INFORMATION FOR NEW RESEARCH STUDENTS AND NEW RESEARCH ASSISTANTS (2015/16)

1. Academic Staff Responsible for Postgraduate Research Studies

Professor Andrew Amis  Director of Research  
(Room 713, ext 47062)
Dr Daniele Dini  Deputy Director of Research  
(Room 669, ext 47242)
Dr Salvador Navarro-Martinez  Deputy Director of Postgraduate Studies  
(Room 616, ext 49229)
Dr Ferdinando Rodriguez y Baena  Postgraduate Tutor  
(Room 718, ext 47046)
Professor Berend Van Wachem  Deputy Postgraduate Tutor  
(Room 622, ext 47030)
Dr Julie Varley  Advisor to Women Students  
(Room 549, ext 47089)
Ms Kate Lewis  Postgraduate Administrator  
(Room 719, ext 47022)

2. General information

http://www3.imperial.ac.uk/students/newstudents

The college student web pages provides a wealth of information for PhD research students and details of website links to Registry, the College libraries and also provides full details of the relevant procedures and regulations.

(To access websites listed in this document, right click on the link and select Open Hyperlink)
3. Registration / Assessment / Progression / Thesis submission information

N.B. EngD students are required to complete different milestones from PhD students, and should refer to the EngD Handbook for further information about these milestones.

3.1 Registration

- All students, new and continuing, must register online at their Student e-service account for each academic session by the end of the first week of the session. See the Registry information for further instruction at http://www3.imperial.ac.uk/registry/currentstudents/howtoregister

- Research Assistants (staff), for whom PhD registration is sought, should also submit the higher degree registration form (IC/A) to Registry, together with a copy of their contract and a transcript of their first degree.

3.2 Induction

- All October 2015 cohort students will be expected to attend the compulsory timetabled lectures during the first week of term. Those who join us after this first week will have a one-on-one induction with the Postgraduate Administrator Kate Lewis in 719.

- All students are also expected to have a safety induction with their division and complete any necessary forms. Please speak to your Supervisor regarding this induction or your divisional representative:

  Divisional Rep (Applied Mechanics)  Dr Ulrich Hansen  ext 47061
  Divisional Rep (Mechanics of Materials)  Dr Ambrose Taylor  ext 47149
  Divisional Rep (Thermofluids)  Dr Salvador Navarro-Martinez  ext 49229

- If you require the use of the manufacturing workshop (Skempton building, Room 150) during your research then you will be required to attend a two day safety workshop induction before you are allowed access to the workshop. Kate Lewis can inform you when the next workshop is available.

3.3 Research Plan

- It is a college requirement that we receive an independently assessed Research Plan at 9 weeks. It should be no more than 2 pages of A4 and can also include a Gantt chart.

- You will discuss and agree the plan with your Supervisor who will then email the PG Administrator and an agreed independent assessor (another academic), who will then sign off the plan; a copy of the plan is kept in your personal file in the PG Office.

3.4 Twice Yearly research assessment forms

- It is a college requirement that research assessment forms are completed twice a year. These forms are sent out for completion in January and June each year.
• Your supervisor should complete section one, discuss the assessment with you, and then you both should sign. The student is responsible for completing section two. Both sections of the form are to be returned, as hard copies, to the PG Office, room 719.

3.5 PhD Progression

• PhD Progression reviews will occur twice following initial registration. PhD Early Stage Review will be at 9 months and PhD Progression Late Stage Review will be between 18-24 months. ESA and LSR forms can be obtained from Kate Lewis (kate.lewis@imperial.ac.uk). It is your responsibility to ensure these milestones are completed on time.

Early Stage Assessment 1 (9 months)

• The supervisor(s) will recommend another member of staff to act as an independent assessor. The independent assessor should normally be a member of academic staff in the department. The assessor should be approved by the Director of Research prior to the submission of the report.

• A report should be prepared and submitted to the supervisor(s) and to the independent assessor. The page limit for this report is 20 pages. Reports exceeding this limit will not be accepted. The report should be structured with the following sections:
  (i) The scope of the project
  (ii) A summary of the relevant literature
  (iii) Work which has already been carried out
  (iv) A clear programme for the pursuance and completion of the thesis.

• There will follow an oral interview/examination with the supervisor(s) and the independent assessor.

• Any outstanding English Language test requirement must also be completed before this PhD progression review (see section 5 of this document).

• You should have completed the required four transferable skills courses OR the Research Skills Development (RSD) residential course plus one further course in the 'Underpinning Skills’ category by this Early Stage Assessment milestone (see section 8.2).

• If we are not happy with the standard of your work then we may transfer you on to the MPhil.

Late Stage Review (18-24 months)

• This review will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. We will be flexible on how this is achieved and you will have 3 options for the assessment:

  1. The oral presentation of a peer reviewed archival paper at a conference will be viewed as a sufficient fulfilment provided the student is the major contributor.

  2. The oral presentation of a paper at a conference. Should the paper not be peer reviewed then the written work will be independently assessed (see below).
3. An internal report of the quality and length consistent with an archival journal publication coupled with an oral seminar presentation. Both elements will be independently assessed (see below).

- Assessment in (2) and (3) above: The supervisor(s) will recommend another member of academic staff in the department to act as an independent assessor where required. The independent assessor should be approved by the Director of Research if not an academic member of staff in the department.

- You are encouraged to continue your professional development throughout your studies and to have attended two ‘Consolidating Phase’ transferable skills workshops by this Late Stage Review milestone (see section 8.2).

3.6 Interruption of Studies

- The supervisor(s) must be informed of any absence from the College. For any lengthy absence an “Interruption of Studies” form should be completed and given to the supervisor(s).

- This should be requested when a personal emergency or other circumstance arises which necessitates a break in the student’s course. No fees are payable for such a period, during which a student’s research registration is effectively suspended. This is not the same as study leave. You can apply for Interruption of Studies using the IC/B form, available from Registry. Student bursaries are normally suspended during an official ‘interruption of studies’ period.

3.7 Completing Research Status - Writing-Up

- When you are approaching 3 years’ registration you will be asked by the PG Administrator to confirm your intentions. You must discuss with your supervisor whether to extend your registration or to enter Completing Research Status (CRS) or Writing Up Away from College (WUAC).

- If you extend your registration, then full tuition fees will be due for this extended period of registration. When making this decision you should bear in mind that the thesis submission deadline is four years from the date of initial registration and you should also consider any funding implications.

- If you enter CRS, you are permitted to write up your thesis in College for up to one year immediately following the end of your registration and all experimental work. This allows you to have access to all College facilities for a registration fee of £200, payable either by you, the department or your sponsor.

- Students are expected to submit an Exam Entry Form at least four months before they would like to submit their thesis. The writing-up period cannot be extended beyond one year.

- Students with Completing Research Status will have the same privileges as all full time students, e.g. library privileges, during the writing-up registration period and will be eligible to be issued with Council Tax exemption certificates. Students Writing Up Away from College will not have access to College facilities.
3.8 Thesis Submission

- It should be noted that the College requires the submission of the PhD thesis to occur within 4 years of initial registration.

- The instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD can be obtained from the Registry website:
  
  http://www3.imperial.ac.uk/registry/exams/thesisandvivas

- The student is personally responsible for the submission of the thesis to the College. (Note that the College has a word limit on the acceptable length for the thesis; please see the Registry website for current regulations. At the time of writing, this limit is 100,000 words for a PhD thesis. For more information on what is required for thesis submission, see Section 9 of this document.

- If you cannot submit within 4 years due to mitigating circumstances then you and your supervisor will normally need to make a special case to the Director of Research for an extension. You will need to complete a ‘Late submission’ form which can be obtained from Kate Lewis.

4. Health and Safety

4.1 General Safety, Workshop and Laboratory Registration

- All new students and Research Assistants will be given copies of the College and Departmental Safety Policy Statements by the Technician Head of Division or by the supervisor(s). This must be read before starting any experimental work.

- All new students and lab-active RAs are required to attend the Department’s Safety Lecture which is usually held in October (for students starting after this date, please see the website for more information).

- All new students who are required to use the Manufacturing Workshop need to attend a 2.5 day training workshop before they are allowed to use the facility. Please contact Kate Lewis if you are required to use the manufacturing workshop.

- Lab-active students and RAs will be inducted into the relevant division laboratories prior to the commencement of experimental work. Advice on these arrangements is provided by your supervisor(s) or the Technician Head of Division.

- All lab users must be authorised by the Head of Division or Technician Head of Division to do experimental work. All lab users are required to complete a “Registration of Lab-active Workers Form” and if required, a risk assessment for any activity involving the use of hazardous chemicals (COSHH form). These are available from the Technician Head of Division.

4.2 Registration of Lasers and Users. College policy requires every laser user to be registered with the Departmental laser safety representative (Professor A M K P Taylor). Please remember to notify him, with the approval of your supervisor(s), should you have to use lasers of any power output.
4.3 Chemical and Radiological Safety. There are strict rules governing the ordering and possession of chemical and radiological substances.

- All substance, including free samples, must be ordered through the Technician Head of Division who will require the associated COSHH safety form.

- Under no circumstances should any substance enter the Department without this form, which will also assist in the ultimate disposal of the substance.

- The total number of radiological sources which are allowed in a given building at any one time are strictly limited and the Technician Head of Division will advise prospective users on the correct procedures to be followed for the approval, ordering, “housekeeping” and disposal.

5. English Language Support Programme (CFAE)

5.1 The Requirement

All postgraduate research students who are not native speakers of English must undergo an English assessment at Imperial College when they start their research studies. This is an internal College assessment test, chiefly of writing skills, and is completely separate from the English requirements for entrance (IELTS, TOEFL, etc). A second assessment at your PhD Early Stage Review may be required depending on the result of the earlier internal assessment.

The purpose of the procedure is to ensure that students who need language support receive this as early as possible and that they can complete their PhD on time.

5.2 Exemption from the Requirement

Students who are not native English speakers, but whose level of English is near that of a native-speaker, can be exempt from the requirement with the agreement of their supervisor(s) and the Director of Research. The exemption categories are:

- Native-speakers

- Students who are bi-lingual (by birth or domicile)

- Students with a first degree in the medium of English (3 years minimum) or students with extensive education or work experience (4 years minimum) in the medium of English

If you wish to apply for Exemption, you must contact Kate Lewis within two weeks of initial registration and request an exemption form. You must state on the form which exemption category from above you believe applies and it must be signed by your supervisor. The signed form should then be returned to Kate Lewis.

Before applying for exemption, please note the following:

- Completion of a one year MSc course in the medium of English (even from Imperial) does not qualify you for exemption.
• The written language skills needed to produce a PhD thesis are significantly more demanding than those needed to produce an UG or MSc project report.

• The English language requirement is a benchmark assessment designed to advise the student and the supervisor(s) whether additional language training is needed for the completion of a PhD.

• If in doubt, students are strongly advised not to apply for exemption, but to take the test.

• If exemption from the requirement is applied for and granted, the CFAE will not provide English tuition at a later date, i.e. if the exemption was shown to be unwise.

Further information about the requirement, test dates and exemption from it can be found at http://www3.imperial.ac.uk/academic-english/phd/requirement

5.3 Centre for Academic English Postgraduate Requirement

Immediately after registration, students who are not native speakers of English must either attend the initial English assessment or apply for exemption through the PG Administrator and receive, in writing, exemption from the requirement by the Director of Research (see 5.2 above for the exemption categories). If an application for exemption is rejected by the Department/Division, students must undertake the English Assessment 1.

Students should access the Humanities website at http://www3.imperial.ac.uk/humanities/englishlanguagesupport for further information.

The initial assessment

• Block tests are available frequently in the Autumn term, then monthly - or as required thereafter (test dates are available on the above website)

• Based on the test results, the CfAE will advise students about appropriate classes and place them if they wish to attend.

• The test for PhD students will take approximately two hours.

• Students should e-mail english@imperial.ac.uk to arrange an assessment session place.

• You will be notified of the result of the initial assessment by the Department.

• All non-native speakers of English should fall into one of the three categories:
  (i) Exempt from requirement (see notes below)
  (ii) Exempt from Test at Early Stage Review
  (iii) Test at Early Stage Review required

Assessment at PhD Early Stage Review:

• Students who are required to take a second test of English at the Early Stage Review stage will be contacted by the CfAE (ideally at least 1 month in advance) with details of their expected review date.

• The CfAE will contact the supervisor for titles for the long essay (main section) in the test. These tests cannot be provided on demand and will be available on given dates, with information on this
available from the CfAE website. Hence, early notice of the review is essential to ensure that the English assessment and reporting process is completed before the review itself.

- You will be notified of the result of the initial assessment by the Department.
- The result should be entered onto the Early Stage Review form with respect to the English language requirement accordingly, as follows:

<table>
<thead>
<tr>
<th>Below 45%</th>
<th>For those scoring below 45% on the English Assessment 2, we will contact the student, supervisor and department directly to discuss the available options for further English language support.</th>
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<tr>
<td>45-55%</td>
<td>A score of 45-55% on the English Assessment 2 indicates that the student would benefit from the Advanced Academic Writing course. One-to-one consultations and Writing Mechanics Workshops are also available.</td>
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<tr>
<td>56% and above</td>
<td>If the score is higher than 55% on the English Assessment 2, the student may consider the Advanced Academic Writing and/or Writing a Research Paper course. One-to-one consultations and Writing Mechanics Workshops are also available.</td>
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6. Postgraduate Student-Staff Committee

Representatives from each research division are elected to the Postgraduate Student-Staff Committee, in addition to a representative of those students occupying the offices on level 8. The committee has been formed in order to enable you (through your representative) to voice your opinions, complaints and so on. It is in your interest to take an active part.

7. Information and Communication Technologies (ICT)

An introduction to ICT services is held during the start of session induction week.

Prior to using College ICT facilities, all students and RAs need to ‘activate’ their computer accounts. You would have completed this process during the online application process. At this time you were required to read, understand and comply with the college Conditions of Use of IT Facilities.

Full information may be found on the ICT web pages at [http://www3.imperial.ac.uk/ict](http://www3.imperial.ac.uk/ict). It is your responsibility to ensure that you are not in breach of these conditions.

7.1 College ICT services

Details of all College ICT services can be found at [http://www3.imperial.ac.uk/ict](http://www3.imperial.ac.uk/ict). Alternatively, visit the ICT Service Desk, level 4, Sherfield Building (ext 49000, e-mail service.desk@imperial.ac.uk). These webpages also include details of the ICT Print Service where you can view a list of your pending print jobs, manage your print jobs, and check on the status of your prepaid credit on your account.
For any computing problems you can go to the Drop-in-Centre, room 786, and see a member of the ICT support team any weekday between 12 noon and 1pm.

The Departmental IT Manager is Dr Nicholas Cinosi, he is located in room 768, ext 49681, e-mail n.cinosi@imperial.ac.uk.

7.2 Departmental PC Cluster (for UGs and MSc students only)

It should be noted that the Departmental facilities provided in rooms 203, 759, 761, 762 and 764 are for UG and MSc students only and these should not be used by PhD students and RAs, who should use facilities provided by their Research Divisions (see below).

7.3 Divisional facilities (for PhD students and RAs)

PhD students and RAs have their IT requirements provided by their research divisions. New research students not supported from project funds may be eligible for a new PC purchase funded by the Department. Research divisions maintain computer and printing facilities available for the exclusive use of members of the division. This typically includes a PC for individual use, standard software, printing facilities and dedicated workstations with specialist software for your research. You will be given details of the facilities available to you during your induction with your supervisor.

8. The Graduate School

8.1 About The Graduate School

As soon as you begin your postgraduate studies at Imperial College you automatically become a member of the Graduate School. Membership means you become part of a wider community, broadening and enriching your academic experience.

The Graduate school:
- provides a programme of transferable skills training
- organises a number of special events throughout the year

Further information can be found at http://www3.imperial.ac.uk/graduateschool

8.2 The Graduate School Transferable Skills Course Requirements

All research students are expected to complete a number of Transferable Skills courses as part of their PhD registration.

The Graduate School’s transferable skills requirement exists in order to ensure that all students receive some generic transferable skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

You will be required to meet your attendance requirement by the 9 month (Early Stage Assessment or ESA) milestone. You should therefore attend:

- a minimum of 4 courses, each from a different domain in the Underpinning Skills phase

OR
- the Research Skills & Development (RSD) course plus one other course which can be from any domain in the Underpinning Skills phase

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| Writing for Success 6: For a Blog/Wiki |
| Writing for Success 7: Be a Reviewer |

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<td>Perfecting Presentations 3: Advanced - Preparation, Practice, Review</td>
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| Ensuring Integrity 3: Copyright* (Online Courses) |

| Ensuring Integrity 4: Understanding and detecting plagiarism* (Online Courses) |
| Ensuring Integrity 5: Statistical Thinking |
| Ensuring Integrity 6: Regression Modelling |

| Ensuring Integrity 7: Stats from Scratch (Online Courses) |
| Ensuring Integrity 8: Stats for Research (Online Courses) |

| Ensuring Integrity 9: Introduction to Making your Thesis Open Access |
| Ensuring Integrity 10: Science, Research and Integrity |
| Ensuring Integrity 11: Science in context: How Science tells the truth |

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| Maximising Management Skills 4: Building a Professional Profile and Vision |

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<td>Understanding yourself and others 3: Recognise Stress Indicators and Develop Coping Strategies</td>
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<td>Understanding yourself and others 4: Maintaining your Motivation and Building Independence</td>
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| Understanding yourself and others 5: Build your Resilience |

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<td>Successful interactions 3: Networking for Progressing your PhD and beyond</td>
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| Entrepreneurship |
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Entrepreneurship 2: Idea Generation and Evaluation
Entrepreneurship 3: Business Models and Plans
Entrepreneurship 4: Sources and Types of Business Funding
Entrepreneurship 5: Building an Enterprising Team
Entrepreneurship 6: Preparing and Delivering a Pitch for Business Investment
Entrepreneurship 7: Marketing Your Research for Industry Collaboration
Entrepreneurship 8: Enterprising Women - Enterprise and Entrepreneurs
Entrepreneurship 9: Social Enterprise - Business with a Social Conscience
Mini MBA – Introduction to Business: Accounting
Mini MBA – Introduction to Business: Entrepreneurship
Mini MBA – Introduction to Business: Marketing
Mini MBA – Introduction to Business: Organisations
Mini MBA - Strategy

Prototyping: Hack 101
Virtual Interactive Webinars
Virtual Collaboration: examples Writing a Wiki, and other activities
Virtual Networking: Meet an Alumni
Virtual Profile: Building your profile and vision
Virtual Poster Preparation
E+ Practice Classes (to be developed)

Flagship courses
Imperial Residential programme
Global Fellows Programme or Global (Theme) Challenge  (Global Health Challenge)
FUMO

Careers
Careers: An introduction to Career Planning for 1st Year PhDs: Business, Engineering and Physical Sciences
Careers: An introduction to Career Planning for 1st Year PhDs: Life Sciences and Medicine
Careers: Planning your Career: Life Sciences and Medicine PhDs
Careers: Planning your Career: Medically qualified PhDs
Careers: Planning your Career: Physical Scientists
Careers: Planning your Career: Engineers
Careers: Career Focus for the future
Careers: Effective CVs and Applications
Careers: Job Search with a difference
Careers: Preparing for interviews

Research Skills - Social Sciences & Medicine
Research Skills - Social Sciences & Medicine: Systematic Reviews
Research Skills - Social Sciences & Medicine: Research Design for Social Sciences and Medicine

Computing
Computing: Statistics using SPSS
Computing: FORTRAN
Computing: C-programming
Computing: R-Programming
Computing: Linux
Computing: Latex

Information Landscape
The Information Landscape: Endnote
The Information Landscape: Introducing the Web of Science Core Collection Database
The Information Landscape: Keeping your research up to date
The Information Landscape: Blogs, Twitter, Wikis & Other web-based Tools

The Information Landscape: Data Management

Big Data Courses

*Courses highlighted in yellow are not yet on offer to students, but will be coming soon
Please also see information at http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch/professionalskillsrequirement

All research students must also complete the Plagiarism Awareness Online Course. Further information, including how to sign up for the course on Blackboard, is at http://www3.imperial.ac.uk/graduateschool/plagiarismawarenesscourse

9. Forms, Reports and Courses

The Registry web page for Research Student information is available on the college website. It describes the regulations made by the college and provides advice on good practice for research students and supervisors.

http://www3.imperial.ac.uk/registry/researchdegrees/phd

A Summary of the forms and reports to be submitted over a three year PhD degree is now listed. Please note that the Mechanical Engineering department has its own tailored ESA and LSR forms, which can be obtained from Kate Lewis (kate.lewis@imperial.ac.uk). All forms must be submitted to Kate Lewis (Postgraduate Administrator, room 719).

YEAR 1

Week 1: College Registration. All Research Students and First Year Research Assistants must register on-line with the College.

Week 2: If you are not a native speaker of English, you should either attend the CfAE for the initial assessment or apply for exemption through the Departmental/Divisional Administrator and receive, in writing, exemption from the Requirement by the Director of Research.

Month 1: You should attend the Departmental Safety Lecture.

Month 1: You should receive a copy of the “College Safety Policy Statement and Departmental Safety Policy” from your Technician Head of Division or from your supervisor(s).

Month 1: If your project involves experimental work, the Registration of Lab Active Workers form and the COSHH/Safety form must be completed and agreed with your supervisor(s), the relevant laboratory managers and the Technician Head of Division.

Month 1: English Assessment for Non-Native Speakers of English. Postgraduate students are required to take an English Language test or seek exemption according to the procedure laid out by registry (form available from Kate Lewis). Students who score less than 45% in the test will have to take a subsequent test as part of their Early Stage Review.

Week 9: Draw-up and agree with your supervisor(s) a formal three year research plan. This should be independently assessed and a copy should be emailed to Kate Lewis.

Month 9: PhD Early Stage Review via oral interview/examination with the supervisor(s) and an independent assessor.
Prior to the interview/examination, the following document should be submitted to the supervisor.

A report should be produced by the student in advance of the meeting which describes:

(i) The scope of the project
(ii) A summary of the relevant literature
(iii) Work which has already been carried out
(iv) A clear programme for the pursuance and completion of the thesis.

There is a 20 page limit on the length of this report which should be adhered to strictly.

After the interview/examination, the following should be submitted to the PG Office:

(1) Early Stage Review Form: Successful review of PhD progress. This form should be signed by ALL the supervisor(s) and the independent assessor.

(2) Early Stage Review Report: as prepared above, with any corrections/amendments requested by the independent assessor.

If a repeat of the English language assessment test was deemed necessary at the initial assessment in month 1, then the second test should be taken as part of the PhD Early Stage Review procedure. Progression will not take place until the second test is passed and you may be placed on an MPhil.

Month 12: Write a short progress report for your supervisor(s) to read and discuss with you.

****

YEAR 2

Month 1: College Registration. All Research Students must register on-line with the College.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you.

Month 6-12 Students will have a PhD Late Stage Review between 18-24 months after initial registration. This will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. (see section 3.3 for full details).

The results of the Late Stage Review will be recorded on a Late Stage Review Form and submitted to the PG Office.

****

YEAR 3

Month 1: College Registration. All Research Students must register on-line with the College.

Month 4-6: Appointment of Examiners Form / Exam Entry Form. This form, together with a description of the thesis and the reproduction of thesis form, must be submitted electronically at least four months before the submission of the thesis to Kate Lewis. The form should be downloaded from http://www3.imperial.ac.uk/registry/researchdegrees
Students should complete section A of this form and then send it on to your supervisor for completion and onward forwarding to Kate Lewis.

The thesis title must be approved by the College, and the examiners will be appointed. Note that the abstract entered on this form need not be identical to that in the PhD thesis (but the thesis title must be). This form and the latest College regulations concerning the submission of theses are available on the registry website as above.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you.

Month 9-12: **Writing-up** Research students may apply to register as writing up (CRS) students for a maximum period of 1 year upon payment of a writing up (CRS) registration fee of £200.

The writing up (CRS) registration status cannot exceed one year and should usually follow immediately after the end of the student’s normal registration period.

Students will have the same privileges as all full-time students during the CRS period and will be eligible to be issued with Council Tax exemption certificates.

Month 9-12: **Thesis Submission.** The student is personally responsible for the submission of the thesis to the College. (See section 3.8 of this document for more details). For the requirements of a thesis including procedure, any length limitations and forms to be completed the current regulations should be consulted.

http://www3.imperial.ac.uk/registry/exams/thesisandvivas
The Graduate School
Welcome from Professor Sue Gibson, Director of the Graduate School

This year the College launched its new proposition to doctoral students. Academic Departments, the Graduate School and the Graduate Students’ Union will work closely together to ensure opportunity is provided for an excellent and internationally renowned research experience.

As part of this offer, 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. Our flagship residential research skills development course is also available to all early stage research students and covers team building, research planning, communication and creativity, amongst other skills training. 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 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.

Sue Gibson
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the graduate school courses for postgraduate professional development. The team of tutors here 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 College, but it will also prepare you for your future careers. We are continually working to develop and innovate the courses we offer and over this year you will see many new offerings both face to face and online. I encourage you to explore and engage with the diverse range of opportunities on offer from the team at the graduate school and I wish you well in your research.

Janet De Wilde
Hello and welcome to Imperial. I’m Nida, the President of the Graduate Students’ Union for the 2015/16 academic year.

The Graduate Students’ Union (GSU) is the representative body within the Imperial College Union for the postgraduate community across all Imperial campuses. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. The GSU also ensures that postgraduates’ social and recreational needs are met and holds a number of events during the year.

Postgraduate students at Imperial are at the forefront of the research done and the experience they have as a student should be the best. Therefore, at the GSU we ensure that this happens. The work we do focuses on the academic, welfare and social needs of postgraduates.

If you have any questions or would like to find out more please do not hesitate in getting in touch with me at: gsu.president@imperial.ac.uk.

Nida Mahmud
Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges (including charges made by the Du Cane Housing Association) have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non-academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the College regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.
7. Undergraduates must inform their Senior Tutor and postgraduates 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 an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study.

A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final.

A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).

11. Students who make use of College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal data’ as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.
14. All students must familiarise themselves and comply with the College’s Student Intellectual Property Policy.

15. Students must ensure that their personal data on student e-service is kept up to date at all times including any change in their home or term time address or their emergency contact details.

16. Where a student has a pre-existing relationship, or develops a relationship during the course of study, with a member of staff such that there is a potential conflict of interest, especially with regard to the student’s assessment, the student and member of staff must declare this in confidence to the Head of Department at the start of the course of study or at the point at which the relationship has started if this is during the course.

Council, July 2012