The Department of Chemistry has become one of only four university departments across the UK and the first at Imperial to win an Athena SWAN Gold Award.

Read the full article on our website at http://www3.imperial.ac.uk/chemistry
Introduction

Every student for a higher degree is required to pursue a regular course of study; the length of the course is prescribed for each student by the College in accordance with the University regulations.

Within nine months of the initial start of the PhD, candidates must undertake an examination on their work. If they do not perform satisfactorily at this stage, then their registration may be changed to MPhil, and the duration of the degree likewise shortened. PhD studies are normally expected to last 36 months from the initial date of registration, and most PG bursaries are awarded for this period.

Supervision

The primary responsibility for supervision of your postgraduate studies lies with your supervisor. Your supervisor is responsible for overseeing your progress during your studies, ensuring that you undertake appropriate training courses, follow safety guidelines and making funds available for you to successfully undertake your studies. Further supervision may also be provided by one or more co-supervisors - typically where your research involves collaboration with another research group, or where your primary supervisor is a new member of academic staff. http://www.imperial.ac.uk/study/pg/graduate-school/quality-assurance/phd-students-and-supervisors/

In addition to the supervisor, all students must have an academic mentor. This also applies in cases where a student has more than one supervisor. This mentor will not normally be directly involved in the supervision of your research, but rather will oversee your overall progress and provide pastoral care.

The Postgraduate Tutors, Dr Rob Davies and Professor Keith Willison act as mentors to all PhD students.

Departmental Support

Administrative support for postgraduate training is provided by the Postgraduate Administrator, Ms Doris Pappoe (Student Services Centre Room 258, d.pappoe@imperial.ac.uk). She should be able to help with most practical matters concerning the administration of your studies, including the submission of relevant forms and the payments of bursaries. Academic oversight of postgraduate training is provided by Dr Matthew Fuchter, the Director of Postgraduate Studies (Chem 1 Room 739, m.fuchter@imperial.ac.uk) – please contact him if you have any general queries about PG training. If you have any other concerns, including any concerns you may have about the supervision of your studies, please contact the Postgraduate Tutors, Dr Rob Davies (Chem 1 Room 461A, pgtutor.chem@imperial.ac.uk) Professor Keith Willison (Chem 2 Room 545A pgtutor.chem@imperial.ac.uk).

Personal Advice

The College has an extensive service to provide personal advice to students and staff. This includes the Health Centre in the Southside section of Prince’s Gardens, the Student Counsellor (Mr David Allman) at 15 Prince’s Gardens, the Union Welfare Adviser in the Union Building and
Within the Department the Postgraduate Tutors, Dr. Rob Davies and Prof. Keith Willison are available for consultation by postgraduate students. If you prefer to discuss with a female member of staff, please contact the PG tutors or the DPS in confidence to make suitable arrangements.

**Induction and Safety**

The department, in conjunction with the Graduate School runs induction activities for all new PhD students in October each year. These include a statutory Safety Lecture, which details the department's requirements for safe practice in your research. Details of this induction programme will be given to you by the PG Administrator, Doris Pappoe. If you start your studies at a different time in the academic year, please discuss your induction with Doris Pappoe and your supervisor, and ensure that you attend a Safety Lecture at the first available opportunity. Further details of departmental safety procedures and waste disposal can be found on our website at [http://www3.imperial.ac.uk/chemistry/safety](http://www3.imperial.ac.uk/chemistry/safety).

You should be aware that you are responsible for ensuring that you undertake your research in accordance with safety regulations and procedures, as agreed with your supervisor. If you have any doubts about any safety aspects of your work or work environment, you should discuss these with your supervisor.

**PG Lecture courses**

Attendance at taught courses is strongly encouraged at Imperial College and it can help to close potential gaps in your knowledge. While it is no longer compulsory to take a given number of courses (as required until the Academic Year 2014/15), you can now tailor your training to your specific needs. This can include attending a lecture course taking place in the Department (e.g. a 4th UG lecture course or a bespoke MRes course), a workshop run by one of the learned societies (e.g. RSC or SCI), an on-line course (e.g. Cousera) or even tutorial-style sessions with your supervisor(s). There is no particular time limit (previously, such courses had to be completed by the ESA). Please discuss your training needs and how to address them with your supervisors. You will need to state the outcome of these discussions in the 'Identified Training Needs' section in the Initial Research Plan, which is due after 12 weeks at the latest. It may be addressed at your Early-Stage Assessment, the Late-Stage Review or your PhD viva.

Note that some lecture courses are particularly well attended, for example because they are mandatory for the UG cohort and examined. In case you are in doubt, please liaise with the course organisers (the UG administration for UG courses, Dr. Mike Ray for MRes courses) or use live-streaming facilities, where possible. Many lecture courses in the department are video-recorded and released on-line via the Panopto system (search for 'Panopto' on the College Website).

Please note that you can attend courses in other departments. You are responsible for arranging to attend courses in another department.
English Language Assessment and Classes

All students whose native language is not English are required to attend English Language classes and to be assessed in the first year. Please contact the Centre for Academic English for initial assessment or exemption. [http://www.imperial.ac.uk/academic-english/phd-students/](http://www.imperial.ac.uk/academic-english/phd-students/).

Graduate School Professional Skills Development Courses

Students who started before, or in the 2015-2016 session are required to attend four courses OR the Research Skills Development Residential course plus one other course as well as the Plagiarism awareness course before their ESA.

Students starting in academic session 2016-17, are required to meet one of the following minimum attendance requirements:

By the Early Stage Assessment at 9 months student must have completed:

- a minimum of 2 professional skills courses plus the online plagiarism awareness course

OR

- A Graduate School retreat plus the online plagiarism awareness course

OR

- An international doctoral summer school plus the online plagiarism awareness course

By the Late Stage Review, student must have completed a further two Graduate School courses.

The full requirement is at: [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/)

Students are responsible for choosing the dates of the courses they wish to attend and completing the required booking process in consultation with their supervisor. All students are responsible for informing their supervisors which courses they will be attending and the dates. You are required to take the required courses approved by Graduate School by the 9 month (Early Stage Assessment) milestone.

**Please note that these courses are run from October to July.**

The Graduate School 3 Minute Thesis competition

“Three Minute Thesis (3MT) is a research communication competition developed by The University of Queensland. The exercise challenges PhD students to present a compelling oration on their thesis topic and its significance in just three minutes. 3MT develops academic, presentation, and research communication skills and supports the development of research students' capacity to effectively explain their research in language appropriate to a non-specialist audience. It is a professional and highly engaging international competition”.

The next 3 Minute Thesis Competition completion will be on **Wednesday 5 April 2017**. Further information can be found at [www.imperial.ac.uk/graduateschool/events](http://www.imperial.ac.uk/graduateschool/events).
Demonstrating

Undergraduate teaching is a valuable part of your PhD training, and all PhD students will have the opportunity to contribute to teaching duties which, in turn, can help PhD students obtain status as an Associate Fellow of the Higher Education Academy. All work is paid at the standard College rates, and teaching allocations are distributed by Dr Laura Patel, the Academic Laboratory Coordinator (demonstrating).

Satisfactory Progress in Research

Students will be assessed within the department at a number of points throughout their degree:

a) Via an initial research plan
b) Via six monthly progress reports (this includes the submission of a research plan at 24 months)
c) Via confirmation examination at 9 months:
d) Via poster examination on their work at 18 months
e) Via presentation of a seminar on their work at 30 months

NB: timings are provided for a full time student. For part time students, the milestones occur at double the interval.

Initial Research Plan - (Research Proposal Confirmation - RPC)

It is a requirement that all students draw up and agree a research plan with their supervisors, normally within 12 weeks after initial registration. This plan should not normally exceed 5 pages in length. The plan should be prepared in consultation with their supervisor(s), who may also ask them to complete a review of relevant literature to attach to this plan. This report is then assessed by another member of staff. The Initial Research Plan form on page 16 should be completed and submitted with the Initial Research Plan to Backboard. The Department will confirm to Registry when this milestone has been reached.

Six monthly progress reports

Students are required to complete six monthly progress report forms. These brief, one page reports, are prepared by the student and supervisor and signed by both. Both student and supervisor get to provide comments on how the research programme is proceeding. Examples of these forms are attached. The questions asked vary with the phase of the PhD. At month 24, it is required that students submit a research plan for their final year of work. This report will be based upon (and informed by) the discussions the student received during the examination on their poster (see below).

Confirmation Examination at 9 months - (Early Stage Assessment)

It is not always possible to predict an individual's capacity for research on the evidence of previous academic performance. A PhD programme at the College will include an assessment of research ability based on performance in the initial 9 months of the course. If the student is not performing at a suitably high enough level, which suggests that they may not succeed at their PhD, then there is the option of altering their degree from PhD to MPhil, and the early termination
of the work. Such a decision will be made by the supervisor in discussion with the Director of Postgraduate Studies.

All students will be required to submit a written report. The Template for the report is on page 26 in this Handbook. This report will be assessed by at least one other independent academic. The work is assessed in an oral viva. The written report and viva should normally be completed by nine months from the date of initial registration. Documentation on the viva and report is signed off by the supervisor and examiner(s) stating whether they believe the student understands the project and is fit to continue. This documentation is assessed by the DPS and signed off. The Early Stage Assessment form should be completed.

The details of what you should include in the Early Stage Assessment report should be agreed in advance with your supervisor. It is not expected that the report will include a large body of novel results. For most PhD students, much of the first year of their studies is taken up by gaining experience in their research field, familiarising themselves with the literature and gaining experience in the relevant experimental and/or theoretical techniques. The purpose of the examination is rather to confirm that the student:

(a) understands the problem;
(b) is aware of the associated literature;
(c) has demonstrated capability to conduct the research;
(d) has a realistic research plan and schedule;
(e) is of PhD calibre.

**Presentation of a poster on their work at 18 months** (Late Stage Review)

At 18 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a poster on their work. A part of the poster will be a research plan putting their completed research into the context of their entire PhD and mapping out what needs to be completed before the end of their research. They will present the poster at the PG Symposium. After that they will be examined on the poster by an independent assessor nominated by their supervisor. Posters will be graded on both current scientific achievement and on their research plan. Any posters which fail to meet the required cut off will require remedial action. If the quality of the work is unsatisfactory and suggests that the student may not succeed at their PhD, then there is the option of altering their degree from PhD to MPhil, and the early termination of the work. Such a decision will be made by the Director of Postgraduate Studies in concert with the supervisor. The Late Stage Review form should be completed by the assessor and the supervisor.

**Presentation of a seminar on their work at 30 months**

At 30 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a seminar on their work. They will present the seminar at a departmental session and answer questions on their work to a committee called together by the DPS and comprising of members of the staff and external assessors. Seminars will be graded. Any seminar which achieves an unsatisfactory score will undergo further assessment to make sure the student is on track to complete their PhD.

**Student Complaints and Appeals**

Imperial College aims to give the highest specialised instruction and service to all its students, however, in some cases it recognises that students may not always be satisfied with the service
that they have received. If you wish to raise a concern, you should first seek advice from your student representatives and raise the matter with the individual concerned. If you are not satisfied with the outcome, you should consult the College’s Registry website which provides clear and consistent procedures that indicate how you can take your comments further: http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals

**Postgraduate Symposium**

The department runs a one day Postgraduate Symposium in June/July each year. This is a high profile event, attracting industrial sponsorship and attendance, intended to showcase PhD student achievements in the department. All 2nd year students are required to give poster presentations of their progress to date at the Symposium. All 3rd year PhD students in the department are required to give oral presentations on their research studies, organised into 5 parallel sessions. Presentation at the PG Symposium is part of the progress assessment for Research students. Industrial and Departmental funded prizes are awarded for the best presentations. **The next PG Symposium will be on Wednesday 5th July 2017.**

**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. The supervisor will need to apply for study leave normally at least one month before the student goes. A student who is granted permission to have study leave must be in regular attendance at College for a minimum total of twelve months full-time study (or the equivalent in part-time study). Save in exceptional circumstances a student shall not be absent during the first three months or the last three months of the course. Where study leave is approved for a student to work abroad and if the period of study leave is three months or more in a particular session, a lower rate of fee may be applicable. The link to the Study Leave form: [www.imperial.ac.uk/registry/researchdegrees](http://www.imperial.ac.uk/registry/researchdegrees)

**Holidays**

Students should always report their holiday arrangements to their supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken in each year. However, working without a break for seven days a week is likely to be less effective than hard work interspersed with some periods for rest and recreation. Research students are members of the College Students’ Union and are encouraged to participate in its activities; the Union has an active postgraduate group which holds regular social events and discussions.

**Sickness**

Where students are unable to attend College because of illness or urgent personal circumstances they shall inform their supervisor or the PG Tutor as soon as practicable. College regulations require that if the absence is due to illness a Medical Certificate must be provided after seven days. If the absence is prolonged, normally four weeks or longer, it will be necessary to request an Interruption of Studies. [www.imperial.ac.uk/registry/researchdegrees](http://www.imperial.ac.uk/registry/researchdegrees)

**Interruption of studies**

It may happen that a personal emergency or other circumstance arises which necessitates a break in studies. As soon as this is known, the supervisor should apply for interruption of studies.
The College may then invoke the appropriate Regulation which permits students to interrupt their studies for some time (up to a maximum of two years, and normally not less than one month). No fees are payable for such a period, during which the research registration is effectively suspended. www.imperial.ac.uk/registry/researchdegrees.

Student Support Fund

The College now has a Fund to help students who are experiencing financial hardship. The Fund is primarily intended to assist those students who experienced a change in their financial circumstances after registering with the College. Grants cannot be made to assist with tuition fee payment. The relevant Senior Tutor, Postgraduate Tutor or supervisor of each student will be asked to confirm satisfactory attendance and academic progress. Applications are considered by a panel that will meet once per term. www.imperial.ac.uk/studentfinance/supportfund.

NOTE: The College Information for Research Students can be found at
www.imperial.ac.uk/registry/researchdegrees
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Writing up - Completing Research Status (CRS)

Students who wish to retain access to College facilities during their writing up may register for a 12-month writing up period. A registration fee of £200 will be payable and these students will be given completing research status.

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental and programming work. A formal CRS milestone form must be completed to ensure the student has completed all substantive research and that during the CRS period the student will be solely engaged in writing up the thesis. The completed CRS Milestone form and the Time Plan for writing up the thesis should be sent to the PG Administrator.

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student’s normal registration period.

At the end of the CRS period a student will be recorded as ‘Writing up Away from College’ until the thesis is submitted, they will not be registered during this period but will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

Students who still have experimental work to perform at this stage cannot move into CRS and should continue their registration at the full rate of fees. Students who do not need or wish to register for CRS at the end of their standard research period will enter into writing-up phase but will not be required to pay a further registration fee. This will be known as Writing-Up away from College (WUAC). www.imperial.ac.uk/registry/researchdegrees.

Students are expected to submit an Examination Entry Form no later than 4 months prior to their expected submission date.
**Student Support Fund**

You should note that, unless otherwise stated, the normal duration of student bursaries is three years. It is strongly recommended that you aim to complete your studies, including the submission of your PhD thesis within this time period. If you are concerned that you need additional time and / or financial support to complete your PhD, you should discuss this with your supervisor. The department does not have central funds available to support extensions of PhD bursaries beyond the three year period. In case of significant financial hardship, it may be possible to obtain support from the College Student support Fund.  
[www.imperial.ac.uk/studentfinance/supportfund](http://www.imperial.ac.uk/studentfinance/supportfund).

**Plagiarism**

Students are reminded that their thesis must be their own work and all quotations from other sources, whether published or unpublished, must be properly acknowledged. Plagiarism is a very serious offence and, where proven against a student may result in disqualification from the examination for the PhD and exclusion from all future examinations of the College. Some joint work is permitted, provided it is properly and carefully acknowledged as such. The College regulations in respect of plagiarism can be found in [http://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/ExaminationOffencesandPlagiarismMay2011.pdf](http://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/ExaminationOffencesandPlagiarismMay2011.pdf).

**Plagiarism advice for postgraduate research students**

[http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism/phdstudents](http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism/phdstudents)

TurnitinUK Plagiarism Detection Service at Imperial College  
[www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/plagiarism](http://www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/plagiarism)

**Nomination of Examiners & Exam Entry – Thesis Submission**

Students should note that before they submit their theses for examination, certain formalities must be observed and their timing is very important. You are required to submit a Nomination of Examiners & Exam entry form, not less than four months before you intend to submit your thesis, to allow time for processing.

Once you have completed Part I of the entry form, you should forward it electronically to your Supervisor. Your Supervisor will then complete Part II and forward it to the Postgraduate Administrator for approval by the Director of PG Studies. The form will be forwarded to Research Degrees in Registry for processing. Please note that submission of your thesis is not permitted until you have completed the minimum registration period. The Examination Entry has a life of 18 months, during which the thesis can be submitted for examination. After 18 months, the entry will be cancelled, and another Entry form will need to be completed.

**Information on the Submission of Thesis**: [http://www3.imperial.ac.uk/registry/researchdegrees](http://www3.imperial.ac.uk/registry/researchdegrees)

Preparing for the viva & link to on line “Passing Your Viva” DVD  
[http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources](http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources)
Submission of Final Thesis

Your final thesis must be submitted online by uploading to Spiral (the College’s digital repository). Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be made available publicly on expiry of any agreed embargo. **Bound copies of the thesis and copies on CD are no longer required.** You do not need to submit any additional forms at final submission stage, so long as you have already submitted your Thesis Declaration Form. **Click here to upload and submit your final thesis.**

The list of available binders at the link below may be useful for any student who wishes to have copies of their final thesis hard bound for themselves or their supervisor. The supervisor(s) usually ask for a copy for their library. Sometimes this is done in the form of a gift from the student to the supervisor, but there is no obligation on the student to do this. In these cases the supervisor can meet the costs from their departmental funds. **View a list of available binders**

Chemistry Department PG Social Events

Post Graduate social events are organised by the PG Committee, a group of current post graduate students charged with organising social events and facilitating interaction between members of the department. Such events include doughnuts on Fridays, cocktail evenings, trips away etc. The committee is made up of voluntary members including a chairman, secretary and treasurer who are elected by the Chemistry PG body each year in April. [http://www.imperial.ac.uk/chemistry/postgraduate/postgraduate-life/social-area/](http://www.imperial.ac.uk/chemistry/postgraduate/postgraduate-life/social-area/)

Students Standing for Sabbatical Posts

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students’ Union. There are a number of sabbatical student positions that together run the Union each session. 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 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.

The Buddy Scheme

A RSC report published at the end of 2008 revealed that many post-docs find themselves in the *de facto* position of being mentors/buddies to PhD students. It also shows the huge benefits that this gives to the PhD students. Consequently, in March 2011, the Department of Chemistry started a **postdoc-postgrad 'buddy' scheme.** Any postgraduate student may approach one of the Department's 'Post-Doc buddies' to provide advice and support in any area. All post-doc buddies have received appropriate training from the Post-Doc Development Centre at Imperial, and are both approachable and supportive of postgrad students.

There are currently five **Postdoc Buddies** in the Department: [http://www3.imperial.ac.uk/chemistry/postgraduate/life](http://www3.imperial.ac.uk/chemistry/postgraduate/life)

**Shahid Ashraf**

Raja Shahid Ashraf completed his Ph.D. in 2005 from Friedrich-Schiller-University Jena, Germany. After working for further one year in the same group joined the Prof. Rene A. J. Janssen Group as a Postdoctoral fellow at the University of Technology Eindhoven, The
Netherlands. Since 2009, he is working as a research associate in Imperial College London. His main research interests are design and synthesis of organic materials (small molecules and polymers) for use in organic electronics. He is also involved in organic photovoltaics device fabrication.

**Stoichko Dimitrov**

Stoichko joined the chemistry department of Imperial College London in 2011 as a postdoctoral researcher, where he has since worked with James Durrant. His research focuses on characterising novel materials for organic solar cells, using various laser spectroscopy techniques, such as femtosecond transient absorption spectroscopy and laser flash photolysis. He obtained his PhD degree from Boston College, USA (2010), studying excited state dynamics of semiconductor nanocrystals and DNA.

**Olga Kuzmina**

Olga joined Imperial College in June 2013. She is in her first year of postdoctoral experience in Chemistry. She is always happy to help and support other members of her team. Olga is fluent in English, Polish and Russian. She is open to discuss any concerns which can face PhD student.

**Tom Lanyon-Hogg**

Tom joined Imperial in June 2013, having previously completed a masters in Medicinal Chemistry and PhD in Biochemistry. He conducts his research in Ed Tate’s and Tony Magee’s groups as part of a Cancer Research UK funded projected to identify new cancer therapeutics, and works alongside collaborators at the Institute of Cancer Research in Sutton, and the Membrane Protein Laboratory at the Diamond Light Source in Oxfordshire.

**Ali Salehi-Reyhani**

I’m a physicist (BSc, Imperial College London) with expertise in multidimensional fluorescence microscopy (MSc, Optics & Photonics, Imperial College London) who works in a chemistry department developing microfluidic technologies (MRes & PhD, Imperial College London) to investigate the behaviour of biological systems. I believe that interesting science happens at the boundary of the standard disciplines of biology, chemistry and physics. I’m particularly interested in how single cells in a genetically identical population can behave differently and am currently focussed on investigating circulating tumour cells.
# PhD Progression Timeline

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Action – Student</th>
<th>Deadline</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
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<tr>
<td><strong>Late Starters</strong></td>
<td>Students who start their PhD later than the beginning of session should contact</td>
<td>By the end of their second week.</td>
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<td></td>
<td>the PG Tutor, Dr Rob Davies (<a href="mailto:pgtutor.chem@imperial.ac.uk">pgtutor.chem@imperial.ac.uk</a>) or Prof Keith Willison</td>
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<td></td>
<td>(<a href="mailto:pgtutor.chem@imperial.ac.uk">pgtutor.chem@imperial.ac.uk</a>)</td>
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<tr>
<td><strong>Initial Research Plan</strong></td>
<td>Draw up 5-page Initial Research Plan with supervisor within 12 weeks of initial</td>
<td>Should be completed normally within 12 weeks of initial registration. Please submit to Blackboard by Friday 9th December 2016</td>
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<tr>
<td></td>
<td>registration. The Initial Research Plan form on page 16 should be completed.</td>
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<tr>
<td><strong>English Language Classes</strong></td>
<td>Contact the Centre for Academic English</td>
<td>Should reach the required standard by Early Stage Assessment at 9 months in June 2017.</td>
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<td>Non-native English speakers are required to</td>
<td><a href="http://www.imperial.ac.uk/academic-english/phd-students/">http://www.imperial.ac.uk/academic-english/phd-students/</a></td>
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<td>attend classes to be assessed in the first year.</td>
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<tr>
<td><strong>Graduate School Professional Skills Development</strong></td>
<td>Students who started before, or in the 2015-2016 session are required to attend</td>
<td>Should be completed by 9th June 2017 before the Early Stage Assessment at 9 months milestone in June 2017.</td>
</tr>
<tr>
<td>All research students are required to complete</td>
<td>four courses OR the Research Skills Development Residential course plus one other</td>
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<td>the Graduate School Professional Skills</td>
<td>course as well as the Plagiarism awareness course before their ESA.</td>
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<td>Development Programme as part of their PhD</td>
<td>Students who started in 2016-2017 session are required to attend two courses as</td>
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<td>registration.</td>
<td>well as the plagiarism awareness course before their ESA. The full requirement is</td>
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<td>on the Graduate School webpage.</td>
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<td><a href="http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/">http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/</a></td>
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<tr>
<td><strong>Mid-Year Progress Assessment Report In March</strong></td>
<td>One page Six monthly progress report forms prepared by the student and supervisor and signed by both.</td>
<td>Please submit to Blackboard By Friday 14th April 2017</td>
</tr>
<tr>
<td><strong>Early Stage Assessment Review at 9 months is in June 2017</strong></td>
<td>All students will be required to submit a written report. The Template for the Report is on page 26. This report will be assessed by at least one other independent academic. The student</td>
<td>Please submit written report to blackboard by Friday 9th June 2017. Your completed Early Stage Assessment Report form should be sent to PG.</td>
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<tr>
<td>Event</td>
<td>Details</td>
<td>Deadline</td>
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<tr>
<td>PG Symposium on Wednesday 5th July 2017</td>
<td>Attend PG Symposium</td>
<td>First Year students are required to attend on Wednesday 5 July 2017</td>
</tr>
<tr>
<td>End of year Progress Assessment In September</td>
<td>One page Six monthly progress report forms prepared by the student and supervisor and signed by both.</td>
<td>Please submit to Blackboard by Friday 29 September 2017</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
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<tr>
<td>Mid-Year Progress Assessment Report In March</td>
<td>One page Six monthly progress report forms prepared by the student and supervisor and signed by both.</td>
<td>Please submit to Blackboard by Friday 14 April 2017</td>
</tr>
<tr>
<td>PG Symposium Wednesday 5th July 2017</td>
<td>At 18 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a poster on their work</td>
<td>Please submit a draft or outline of your poster with the final title to Blackboard by Friday 2nd June 2017. The final poster should be submitted to Blackboard by Monday 26 June 2017. Please note that you are responsible for printing your poster. Service Point on the Walkway in Sherfield Building provides printing service.</td>
</tr>
<tr>
<td>End of year Progress Assessment at the end of September</td>
<td>One page Six monthly progress report forms prepared by the student and supervisor and signed by both. At month 24, it is required that students submit a research plan for their final year of work.</td>
<td>Please submit to Blackboard by Friday 29 September 2017</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Year Progress Assessment Report In March</td>
<td>One page six monthly progress report forms prepared by the student and supervisor and signed by both.</td>
<td>Please submit to Blackboard By Friday 14 April 2017</td>
</tr>
<tr>
<td>PG Symposium - Presentation of research work on Wednesday 5th July 2017</td>
<td>At 30 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a seminar on their work.</td>
<td>Please submit one page abstract with the title of Talk to Blackboard by Friday 12 May 2017</td>
</tr>
<tr>
<td>Completing Research Status (CRS) Writing-up Status</td>
<td>Students who wish to retain access to College facilities during their writing up may register for a 12-month writing up</td>
<td>The CRS milestone form must be completed and returned to the PG Administrator by</td>
</tr>
</tbody>
</table>
| **Writing-Up away from College (WUAC).** | A registration fee of £200 will be payable and these students will be given **completing research status.**

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental work. A formal **CRS milestone** form must be completed to ensure the student has completed all substantive research and that during the CRS period the student will be **solely** engaged in writing up the thesis.

Students who still have experimental work to perform at this stage cannot move into CRS and should continue their registration at the full rate of fees.

Students who do not need or wish to register for CRS at the end of their standard research period will enter into a **Writing-up phase** but will not be required to pay a further registration fee. A formal **CRS milestone** must be completed to ensure the student has completed all substantive research and that during the **WUAC** period the student will be **solely** engaged in writing up the thesis.

**Friday 18 August 2017.**

If you would be writing up and your supervisor would be paying the CRS fee please provide an account number to be charged for the £200. If you would be paying please inform the PG Administrator who will arrange for the invoice to be sent to you.

Please note that you are required to submit a time plan with the CRS form.

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| **End or year Progress Assessment Report** | One page Six monthly progress report forms prepared by the student and supervisor and signed by both.

**Students writing up from October should have already completed the CRS milestone form.**

**Please submit to Blackboard by Friday 29 September 2017.**

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| **Nomination of Examiners and Exam Entry form** | Students should complete Part I of the Exam Entry form, and forward it electronically to their Supervisor. The Supervisor will then complete Part II of the Exam Entry form and forward it to the PG Administrator, for approval by the Director of PG Studies. The forms will be forwarded to Research Degrees for processing.

[http://www3.imperial.ac.uk/registry/researchdegrees](http://www3.imperial.ac.uk/registry/researchdegrees)

**Please submit forms at least four months before you intend to submit your thesis, to allow time for processing.**

---
<table>
<thead>
<tr>
<th>Submission Checklist</th>
<th>Please read information on submission at the link below. <a href="https://workspace.imperial.ac.uk/registry/Public/Current%20Students/Submission%20Checklist%20for%20Imperial%20College%20Degrees.pdf">https://workspace.imperial.ac.uk/registry/Public/Current%20Students/Submission%20Checklist%20for%20Imperial%20College%20Degrees.pdf</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Passing Your Viva</strong></td>
<td>Please click this link <a href="http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources/passingyourviva">http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources/passingyourviva</a></td>
</tr>
<tr>
<td><strong>Final Thesis Submission</strong> - Research students registered for an Imperial College degree:</td>
<td>Your final thesis must be submitted online by uploading to Spiral (the College’s digital repository). Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be made available publicly on expiry of any agreed embargo. <strong>Bound copies of the thesis and copies on CD are no longer required.</strong> You do not need to submit any additional forms at final submission stage, so long as you have already submitted your Thesis Declaration Form. <a href="http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources/passingyourviva">Click here to upload and submit your final thesis</a></td>
</tr>
</tbody>
</table>

This PG Research Student Handbook in on our website at [http://www.imperial.ac.uk/chemistry/postgraduate/](http://www.imperial.ac.uk/chemistry/postgraduate/)
**Initial Research Plan - (Research Proposal Confirmation – RPC) Form**

This form should be completed by the student and signed by supervisor(s)

<table>
<thead>
<tr>
<th>Student’s Name</th>
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<tbody>
<tr>
<td>Name of Supervisor(s)</td>
<td></td>
</tr>
<tr>
<td>Title of Research Project</td>
<td></td>
</tr>
<tr>
<td>Identified Training Needs (and how they will be addressed and checked)</td>
<td></td>
</tr>
<tr>
<td>My Initial Research Plan was drawn up and agreed with my supervisor(s)</td>
<td>Signature</td>
</tr>
<tr>
<td>Supervisor(s):</td>
<td></td>
</tr>
<tr>
<td>I/we agree with the student’s Initial Research Plan</td>
<td>Signature(s)</td>
</tr>
</tbody>
</table>

Please attach the signed form to your Initial Research Plan and submit it to Blackboard – ‘Initial Research Plan’

**REMEMBER**

**Graduate School Professional Development courses**

Please note that completing the Graduate School Professional Development courses is **Mandatory** for your Early Stage Assessment at 9 months which will be in June.

Please note that you should **complete the courses by Friday 9th June 2017**.

If you have not attended any of the courses please enrol on the courses as soon as possible.
All research students are **required** to complete the **Mandatory** Graduate School Professional Skills Courses as part of their PhD registration. Please see Flow Chart below.

---

**PROFESSIONAL SKILLS COURSE ATTENDANCE REQUIREMENTS FOR DOCTORAL STUDENTS**

**ONLINE PLAGIARISM AWARENESS COURSE (compulsory)**

Students starting in academic session 2016-17, are required to meet one of the following minimum attendance requirements:

By the Early Stage Assessment at 9 months student must have completed:

- a minimum of 2 professional skills courses plus the online plagiarism awareness course
  
- A Graduate School retreat plus the online plagiarism awareness course
  
- An international doctoral summer school plus the online plagiarism awareness course

By the Late Stage Review, student must have completed a further two Graduate School courses. Further in

[http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/)

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**By Friday 9th June 2017 – BEFORE THE EARLY STAGE ASSESSMENT (ESA) at 9 MONTHS**

These courses are run from October to July each year.

You should aim to complete the required courses a month before your Early Stage Assessment (ESA) in June 2017.

Please list the courses you have attended on the form below.

---
Student Name:
Supervisor(s) Name:

<table>
<thead>
<tr>
<th>Title of course</th>
<th>Booking date for the course</th>
<th>Date attended</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please e-mail the completed form to the PG Administrator by Friday 16th June 2017.
Department of Chemistry, Imperial College London

Research Student Assessment: Mid-First Year Report Form

Name: 
Initial Registration date: 
Supervisor: 
Research Section: 

---

**Evaluation to be completed by the Supervisor** *(please circle as appropriate, if starred response please give details/agreed action in space provided)*

- Attendance: Excellent / good / satisfactory / unsatisfactory*
- Commitment: Excellent / good / satisfactory / unsatisfactory*
- Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*
- Presentation skills (written and oral): Excellent / good / satisfactory / unsatisfactory*
- Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has a satisfactory PhD project plan been agreed with the student and training needs identified? Yes / No*

Has the student submitted the Initial Research Plan to Blackboard Yes/No*

Is the student on track to undertake the required English Language Test by the Early Stage Assessment at 9 months? Yes / No*/Not applicable

Is the student on track to complete the required workshops for the Graduate School Professional Skills Development courses by the Early Stage Assessment at 9 months? Yes / No/*

**The student should provide a list of the courses he/she has attended.**

Non-native English speakers are normally required to pass the College English Language test prior to Early Stage Assessment at 9 months.

All students starting in 2016-2017 session are required to attend four **Professional Skills Development courses** as well as the plagiarism awareness course as part of their PhD registration. Two of the courses and the Online Plagiarism awareness course should completed by the 9 months Early Stage Assessment. The remaining two courses should be completed by the Late Stage Review at 18 months.

**Supervisor(s) General Comments**

---

**Student’s General Comments, including identification of any issues which need to be addressed** *(Students may also submit a confidential report directly to the Director of Postgraduate Studies)*

Student’s signature ……………………………… Date …………………………

Supervisor’s signature ……………………………… Date …………………………

---

*Please submit completed form to BLACKBOARD*
Department of Chemistry, Imperial College London

Research Student Assessment: End of First Year Report Form

Name: 
Initial Registration date:

Supervisor: 
Research Section:

Evaluation to be completed by the Supervisor (please circle as appropriate, if starred response please give details/agreed action in space provided)

Attendance: Excellent / good / satisfactory / unsatisfactory*
Commitment: Excellent / good / satisfactory / unsatisfactory*
Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*
Presentation skills (written and oral): Excellent / good / satisfactory / unsatisfactory*
Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has the student completed the Early State Assessment at 9 months? Yes/No*

Has the student completed English Language Test? Yes/No* /not applicable

Has the student completed Departmental Taught Courses or equivalent? Yes / No/*

Has the student completed the required workshops for the Graduate School Professional Skills Development? Yes / No/*

Non-native English speakers are normally required to pass the College English Language test prior to Early Stage Assessment at 9 months.

All students starting in 2016-2017 session are required to attend four Professional Skills Development courses as well as the plagiarism awareness course as part of their PhD registration. Two of the courses and the Online Plagiarism awareness course should completed by the 9 months Early Stage Assessment. The remaining two courses should be completed by the Late Stage Review at 18 months.

Supervisor(s) General Comments

Student’s General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student’s signature .......................... Date ..........................

Supervisor’s signature .......................... Date ..........................

Please submit completed form to BLACKBOARD
Department of Chemistry, Imperial College London

Research Student Assessment: Mid-Second Year Report Form

Name: 
Initial Registration date: 

Supervisor: 
Research Section: 

Evaluation to be completed by the Supervisor (please circle as appropriate, if starred response please give details/agreed action in space provided)

Attendance: Excellent / good / satisfactory / unsatisfactory*
Commitment: Excellent / good / satisfactory / unsatisfactory*
Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*
Presentation skills (written and oral): Excellent / good / satisfactory / unsatisfactory*
Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Is the student on track for the Late Stage Review at 18 – 24 months? Yes / No*

Is the student undertaking any required English Language Training? Yes / No* / not applicable

Has the student completed the Graduate School Mandatory Skill Courses? Yes / No

Supervisor(s) General Comments

Student’s General Comments, including identification of any issues which need to be addressed (Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student’s signature ........................................ Date ..............................

Supervisor’s signature ................................. Date ..............................

Please submit completed form to BLACKBOARD
Department of Chemistry, Imperial College London

Research Student Assessment: End of Second Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor (please circle as appropriate, if starred response please give details/agreed action in space provided)

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Excellent / good / satisfactory / unsatisfactory*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment:</td>
<td>Excellent / good / satisfactory / unsatisfactory*</td>
</tr>
<tr>
<td>Awareness of Literature:</td>
<td>Excellent / good / satisfactory / unsatisfactory*</td>
</tr>
<tr>
<td>Presentation skills (written and oral):</td>
<td>Excellent / good / satisfactory / unsatisfactory*</td>
</tr>
<tr>
<td>Overall Progress:</td>
<td>Excellent / good / satisfactory / unsatisfactory*</td>
</tr>
</tbody>
</table>

Has the student completed the Late Stage Review at 18 – 24 months? Yes / No*

Has a final year PhD project plan been agreed with the student: Yes / No`

Is the student on course to complete his/her studies by the end of Year 3: Yes / No*

Has the student completed any required Language Training courses Yes / No* / not applicable

**Supervisor(s) General Comments**

---

**Student's General Comments, including identification of any issues which need to be addressed**
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………….. Date ……………………

Supervisor's signature …………………………….. Date ……………………

**Please submit completed form to BLACKBOARD**

22
Department of Chemistry, Imperial College London

Research Student Assessment: Mid-Third Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

---

Evaluation to be completed by the Supervisor (please circle as appropriate, if starred response please give details/agreed action in space provided)

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral): Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Is the student on course to present a seminar on his/her research work? Yes/No*

PhD Exam Entry form submitted? Yes/No*

Has the student completed any required Language Training courses Yes / No* / not applicable

Supervisor’s General Comments

---

Student’s General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student’s signature ……………………………….. Date ……………………

Supervisor’s signature ……………………………….. Date ……………………

---

*Please submit completed form to BLACKBOARD
**Department of Chemistry, Imperial College London**

**Research Student Assessment: End of Third Year Report Form**

Students moving to CRS should have already completed the form [CRS milestone](#).

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Research Section:</td>
</tr>
</tbody>
</table>

**Evaluation to be completed by the Supervisor** *(please circle as appropriate, if starred response please give details/agreed action in space provided)*

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Excellent / good / satisfactory / unsatisfactory*</th>
</tr>
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</tr>
<tr>
<td>Presentation skills (written and oral):</td>
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</tr>
<tr>
<td>Overall Progress:</td>
<td>Excellent / good / satisfactory / unsatisfactory*</td>
</tr>
</tbody>
</table>

Has the student registered for CRS (Writing up)? Yes/No*

Expected date of thesis submission ………………………Date of Viva ………………………

Reasons if continuation beyond three years:

**Supervisor’s General Comments**

**Student’s General Comments, including identification of any issues which need to be addressed**
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student’s signature …………………………….. Date ……………………..

Supervisor’s signature …………………………….. Date ……………………..

**Please submit completed form to BLACKBOARD**
Department of Chemistry, Imperial College London

Research Student Assessment: Mid Fourth Year Report Form

Name: Initial Registration date:
Supervisor: Research Section:

The college monitors PhD completion rates and in particular records the proportion of students submitting within 4 years of registration for the PhD programme. It is therefore particularly important that, even if you have been awarded a 4 year bursary, you submit your thesis within 4 years of registration.

Reasons for continuation of PhD studies beyond three years:

Expected start date of CRS (Writing up)

Expected date of thesis submission ....................

PhD Exam Entry form submitted? Yes/No*

Expected date of Viva .........................

Supervisor’s General Comments

Student’s General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student’s signature ......................... Date .........................

Supervisor’s signature ......................... Date ............

Please submit completed form to BLACKBOARD
This is the title

Full Name,*a Full Namea,b and Full Nameb (PG student first, then Supervisor(s))

Affiliations (inc. student’s email address and CID number)

Note that this report is normally between 4 and 10 pages in length; please make use of figures and illustrations where appropriate

The report should follow the journal format of an established publisher, e.g. the RSC:

Abstract

The abstract should briefly explain the context and motivation for the work (Why are we doing it?); the main challenges involved (What are we trying to achieve?); the hypotheses that will be tested; the approach taken; and summarize the results obtained so far.

1 Introduction

Introduce your project in more detail: Why is it important, what is the motivation for the project? What is the current state-of-the-art in the field? What are your hypotheses and which approach(es) will you use to address those? What do you expect to find and how do you move on from there? What is the novel and significant contribution that you hope to achieve by the end of your PhD?

2 Methods

This section should contain an explanation of why the particular methodology has been adopted and a description of the technical details of your work, depending on the nature of your project (computational methods, synthetic techniques, description of instrumentation used, chemicals inc. source, purity etc.).

3 Results & Discussion

As far as available, show a number of key results you have obtained in your PhD so far. These may well be preliminary results or conflicting data - as long as you put them into context. A good approach is to describe the results first and then discuss the meaning (interpretation) - do not jump from one to the other and back as this makes the text difficult to follow.

4 Conclusions

What are the main conclusions from your work so far?

5 Future Plans and Outlook

Based on what you have achieved so far, what are the next steps? What do you expect the main challenges to be? What are your fall-back options (“Plan B”)?

Please provide a Gantt chart covering the entire duration of your PhD on a separate sheet. Try to be reasonably accurate - the further you look into the future of your project, the less specific you are likely to be.

Supporting Information (SI)

Where applicable, please provide any additional relevant information, for example further experimental data, tables, derivations and so forth. The above page limit does not include the SI. However, the main text must be comprehensible as a unit - for example, moving the entire Methods section to the SI to gain space in the main text is not permitted. Normally, the SI does not contain extensive discussion of the results and is more descriptive in nature.

Notes and references

*a Address, Address, Town, Country. Fax: XX XXXX XXXX; Tel: XX XXXX XXXX; E-mail: xxxx@aaa.bbb.ccc
*b Address, Address, Town, Country. Fax: XX XXXX XXXX; Tel: XX XXXX XXXX; E-mail: xxxx@aaa.bbb.ccc
† Electronic Supplementary Information (ESI) available: [details of any supplementary information available should be included here]. See DOI: 10.1039/b000000x
‡ Footnotes should appear here. These might include comments relevant to but not central to the matter under discussion, limited experimental and spectral data, and crystallographic data.

1 A. Name, B. Name and C. Name, Journal Title, 2000, 35, 3523; A. Name, B. Name and C. Name, Journal Title, 2000, 35, 3523.
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, don’t miss your opportunity to express your views via Surveys.

Imperial participates in the national, biennial, Postgraduate Research Experience Survey (PRES) run by the Higher Education Academy (HEA). This survey is important as it allows the College to benchmark itself against other UK higher education institutions. PRES last ran in May 2015. PRES covers topics such as supervision, research community, progress and assessment, opportunities and research skills. It also includes a few extra questions about issues that are particularly important to us at Imperial such as graduate teaching activities and professional development.

Imperial also took part in PRES in 2008 and 2011 and the 2013 survey showed an increase in positive results across all the main categories of Supervision, Resource, Research Culture, Progress & Assessment and Student Voice. In 2013 79.5% of students described themselves as satisfied with their overall research degree programme experience and compared against the sector Imperial scored particularly well in the categories of Resources and Research Culture. The areas which you highlighted as being important for Imperial to address were: support for students experiencing difficulties with their supervisors; valuing and responding to student feedback and communal areas for working and socialising. The Imperial College Union response to the PRES 2013 results can also be found at: https://www.imperialcollegeunion.org/news/postgraduate-research-experience-survey-response

PRES results are also considered by departments and some localised changes may be taking place.

For further information on PRES see: http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/
USEFUL COLLEGE WEBSITES

The College’s Student Charter, approved by Senate in June 2012.
http://www3.imperial.ac.uk/students/ourprinciples

ROLES AND RESPONSIBILITIES
http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/goodpractice

- The role of the Director of Postgraduate Studies
- The role of the Postgraduate Tutor(s)

Students and Supervisors – What to expect:
www.imperial.ac.uk/graduateschool/qualityassurance/phdstudentsandsupervisors

Code of Practice for Research Students
www.imperial.ac.uk/graduateschool/qualityassurance/codesofpractice/researchstudents

Link to plagiarism awareness:
http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism

Plagiarism advice for postgraduate research students
http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism/phdstudents

TurnitinUK Plagiarism Detection Service at Imperial College
www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/plagiarism

Completing Research Status - Writing up
http://www3.imperial.ac.uk/registry/researchdegrees/writingup

Thesis Submission:
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Copyright and IP:
http://www3.imperial.ac.uk/researchsupport/contractsandip/ippolicy

Information for students with disabilities, including the Disability Advisory Service:
http://www3.imperial.ac.uk/disabilityadvisoryservice

Welfare and pastoral care /support resources both Departmental and College-wide (e.g. College Tutors, Director of Student Affairs, Counselling Service, Health Centre, NHS Dentist, Student Hub, Chaplaincy, support for International Students, ELSU):

http://www3.imperial.ac.uk/studenthub
http://www.imperial.ac.uk/academic-english/phd-students/
http://www3.imperial.ac.uk/students/welfareandadvice
http://www3.imperial.ac.uk/students/international