Research Degrees Handbook

Department of Brain Sciences

Department of Immunology and Inflammation

Department of Infectious Disease

Department of Metabolism, Digestion and Reproduction

[Welcome from the Director of Postgraduate Studies (DPS)](https://wiki.imperial.ac.uk/pages/viewpage.action?pageId=50629264)

Dear all PhD, MD (Res) and MPhil students registered in the Departments of Infectious Disease, Brain Sciences, Immunology and Inflammation, and Metabolism, Digestion and Reproduction

We currently host 450 (84% home and 16% overseas) Research Degree students, including basic scientists and clinicians, across six campus sites in four Departments and 27 Sections, making it one of the largest research degree programmes in the College. Whilst the majority of our students are based on one of our six campus sites, we have several students who are undertaking research in the Gambia, Kenya or South Africa, returning to Imperial College on an occasional basis, whilst others are registered under the Public Research Institutions (PRI) Scheme and undertaking research in a Public Research Institution or industrial research laboratory. Students are therefore placed into overlapping Sectional, Campus, Divisional and Departmental cohorts to ensure effective cohort building which enhances support for research students through cohort building events and activities.

This Research Degree Handbook informs you about support available to you throughout your research degree programme. Information is provided about policies, procedures and milestone requirements, the Graduate School and Professional Development courses on offer, the roles of the supervisor, Section Reps, Student Reps and the Higher Degrees Research Committee and what to do if you have a problem.

Please also see the College's [Success Guide](https://www.imperial.ac.uk/students/success-guide/pgr/) which is a free online resource which offers you helpful tips and advice to excel as a doctoral student at the College. More than just a study guide, it is packed with guidance specifically designed for doctoral students, including advice on effective research, writing reports and presentations, and how to make the most of your time at Imperial through enhancing your professional development.

I look forward to seeing you all at the annual Rising Scientist Day which is an ideal opportunity for showcasing your work, networking with others and sharing ideas. Winners of the poster competition are given the opportunity to present their posters at the Graduate School’s annual Summer Symposium which provides the opportunity to network with others from different disciplines across the College and get an insight into their research.

 I wish you a productive and enjoyable time.

With best wishes,

**Professor Kevin Murphy**

**Director of Postgraduate Studies (Research)**

**Department of Infectious Disease**

**Department of Brain Sciences**

**Department of Immunology and Inflammation**

**Department of Metabolism, Digestion and Reproduction**

# [Introduction to the Faculty of Medicine](https://wiki.imperial.ac.uk/display/medresstudents/1+-+Introduction+to+the+Faculty+of+Medicine)

[The Imperial College Faculty of Medicine](http://www1.imperial.ac.uk/medicine/) encompasses one of Europe's largest medical schools.

Closely linked with postgraduate teaching is the Faculty's [research programme](http://www1.imperial.ac.uk/medicine/research/), including basic and clinical science areas.  All the major medical disciplines are represented within the Faculty, and joint seminar programmes, guest lectures and clinical rounds ensure a highly interactive and collaborative environment for both basic and clinical scientists. Collectively the Faculty provides an enviable environment in which to pursue postgraduate training.

Postgraduate life within the Faculty offers great variety - with around 1000 students studying for either a research degree (PhD, MPhil, MD (Res)) or following one of the many taught masters and diploma courses, while almost 7,000 students join our short course (one day to two weeks) programme each year.  Although many students have a clinical training, at least as many are basic scientists - with BSc degrees in subjects such as molecular biology, biochemistry, zoology, and microbiology - who share an interest in work at the interface of basic science and clinical medicine.  This link between clinical and non-clinical scientists is further strengthened by the Graduate School which provides a structure for all postgraduate students.

Research students carry out their work in one of the Faculty's eight Departments. In addition to their specific research project and training sessions run by their Department, students also attend the academic training programme organised by the Graduate School. This includes training workshops in transferable skills, a summer Student's Symposium and Distinguished Guest Lectures.

Modern, well-equipped teaching laboratories and seminar rooms, library and computer facilities support training. The Faculty of Medicine and the Graduate School provide a focus for student interaction both within and across different campuses, as do the Imperial College Students' Union facilities at South Kensington.  The Faculty enjoys a multinational character and welcomes students from countries all over the world.

All students are bound by the [regulations for students](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/Regulations-for-Students.pdf). Please ensure that you familiarise yourself with these regulations.

# [Higher Degrees Research Committee (HDRC)](https://wiki.imperial.ac.uk/pages/viewpage.action?pageId=34277085)

The Higher Degrees Research Committee, with responsibility for PGR issues, is Chaired by the DPS and attended by all Section Reps and Student Representatives. The HDRC meets termly to discuss the General Agenda ie PGR strategy, statistics, student numbers, submission rates, cohort building etc and the Reserved Agenda for an overview of student progress.

In addition to the Higher Degrees Research Committee, the HDRC Sub-Committee, made up of the DPS and 4 Deputies who represent the 4 Departments, meets weekly to monitor and consider key paperwork i.e. Research Plans, ESAs and LSRs and also to monitor and support students with issues or concerns.

### HDRC Organogram

Members of the Higher Degrees Research Committee (HDRC) can be found in the Organogram below.

[HDRC Organogram as at 10 August 2023.pptx](https://wiki.imperial.ac.uk/download/attachments/34277085/HDRC%20Organogram%20as%20at%2010%20August%202023.pptx?version=1&modificationDate=1691680901000&api=v2)

### Student Representatives

There are Student Reps representing different sites. Student Reps sit on the Higher Degrees Research Committee and represent students’ views.

Student Reps are asked to make themselves available to other students in their division if they want to raise any issues to the Committee.  Reps will be asked to attend one Committee meeting each term.  This is an excellent opportunity to gain experience of administration and organisation. Nominations for new Student Reps should be made to Casper Debieux.

[Student Reps 10 August 2023.xlsx](https://wiki.imperial.ac.uk/download/attachments/34277085/Student%20Reps%2010%20August%202023.xlsx?version=1&modificationDate=1691680588000&api=v2)

### If you have a problem

If you have a problem that is effecting your research degree eg problems with your supervision, financial difficulties, health issues or other personal problems, please click on the link below to see the flowchart summarising the procedures for dealing with problems.

[Pastoral care flowchart 2021.pdf](https://wiki.imperial.ac.uk/download/attachments/34277085/Pastoral%20care%20flowchart%202021.pdf?version=1&modificationDate=1634730269000&api=v2)

### Imperial College's Complaints and Appeals policy

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

# [Research Students](https://wiki.imperial.ac.uk/display/medresstudents/4+-+Research+Students)

The work of each research student will be guided by his/her supervisor, a member of academic staff.  Research students are advised to refer to the [College's Mutual Expectations document](https://www.imperial.ac.uk/students/academic-support/graduate-school/staff/supervisors-guidebook/effective-partnerships/), which sets out a code of practice for research students and their supervisors.

It should be noted that the College requires all full-time students to submit a thesis for MPhil, PhD, or MD (Res) within a maximum of 48 months (96 months for part-time students). This deadline is an important milestone. Any student failing to meet it will lose their automatic right to submit their thesis, and will need both Departmental and Graduate School approval in order to do so.

If you have any queries regarding your degree registration, please address them initially to the Research Degrees Manager.

### Mode of attendance and milestones

Students may be classified as either full-time or part-time.  Milestones are key dates in a student’s registration by which they must have completed a formal assessment or paperwork.

1) All full-time students follow full-time milestones.  The minimum registration for PhD, and MD (Res) is 24 months.  The maximum is 48 months. This is a strict deadline and must be adhered to. There are serious consequences for the student, supervisors and the Department if the deadline is not met. Full-time students are entitled to Council Tax exemption. Student Records ([SROTeam3@imperial.ac.uk](mailto:SROTeam3@imperial.ac.uk)) will provide a Council Tax exemption letter.

The minimum registration for MPhil is 12 months. The maximum is 24 months. This is a strict deadline and must be adhered to. There are serious consequences for the student, supervisors and the Department if the deadline is not met.

2) Part-time student attend the College between 40% and 80% FTE. The minimum registration period is 48 months for PhD. The maximum is 96 months. This is a strict deadline and must be adhered to. There are serious consequences for the student, supervisors and the Department if the deadline is not met.

### Progress Review and Writing-up

A formal monitoring point – theProgress Review - takes place at 36 months of full-time study (72 months of part-time study) between Supervisor and Student to determine progress and eligibility to enter writing-up. Eligibility is conditional upon successful completion of the ESA and LSR, and all experimental work. A realistic plan for submitting the thesis must be in place. Students eligible to transfer to writing-up status should complete the [writing-up form](https://wiki.imperial.ac.uk/pages/viewpage.action?spaceKey=medresstudents&title=Appendix+II+-+forms&preview=/37915845/321429113/Application%20for%20entry%20to%20Writing%20Up%20status%20June%202022.doc). The maximum period of writing-up for full-time students is 12 months (24 months for part-time students). Students will continue to have access to Imperial College facilities. They must continue to re-enrol until submission of the thesis.

Students may be considered eligible to enter writing-up before the scheduled Progress Review point at 36 months (72 months of part-time study). This is subject to completion of the minimum registration requirement for their programme of study and successful completion of their milestones and experimental work and will bring forward their expected thesis submission deadline accordingly.

# [Enrolment procedures](https://wiki.imperial.ac.uk/display/medresstudents/Enrolment+procedures)

You will not be registered for your degree until you have met the conditions of your offer. Once registered, you will be invited to an induction at which the work of the Higher Degrees Research Committee, research degree milestones, policies and procedures will be explained to you. There is an induction every October for all students who start at this time; students starting during the year will be contacted by the Research Degrees Manager to attend a personal induction.

# [English language testing and support](https://wiki.imperial.ac.uk/display/medresstudents/English+language+testing+and+support)

Postgraduate research students who are not native speakers of English must fulfil the Imperial College London Doctoral Academic Communication Requirement **as soon as possible after registering**for their PhD. This requirement is part of the Doctoral milestones and **separate from and in in addition to**meeting the College entry requirements (IELTS, TOEFL, etc).  Information about the requirement can be found here:

<https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/>

You can register for this assessment by following this link: <https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement-assessments/>

Information about the writing courses and speaking courses offered by the Centre for Academic English to support students at different stages of their PhD can be found here:

<https://www.imperial.ac.uk/academic-english/current-students/doctoral/>

These courses are all **FREE** for PhD students.

# [Assessments](https://wiki.imperial.ac.uk/display/medresstudents/Assessments)

### Final assessment

The final assessment of a research student is based on the thesis submitted and the subsequent oral examination.  However students should be aware that intermediate assessments are made and the results will be used in deciding whether the student should continue and if so, whether for the MPhil or PhD degree.  Obviously the preparation of a thesis is a very important part of the research training.  Students must do this themselves but should consult their supervisor for guidance.  All students should maintain a good logbook for all their practical work.

**Please note that the deadlines of intermediate assessments are for the emailed submission of fully assessed (i.e. assessed by your Progress Review Panel and approved by your Section Rep - their wet signatures are not required but they must be copied into all emails) reports to**[**researchdegreeenquiries@imperial.ac.uk**](mailto:researchdegreeenquiries@imperial.ac.uk)**Please note that submission of paper reports is not accepted.**

Shortly after registering, you will receive an email from the Research Degrees Manager outlining your assessment deadlines. **Please note that these deadlines are formally approved by the College and are specific to your Department.  They override College deadlines which appear on the Imperial College website.**

### The Progress Review Panel

Every student is required to have a Progress Review Panel (PRP). The panel will be composed of two members of academic staff, one of whom must come from outside the student’s own Section or Centre i.e. this person may be within the student's Division but must be outside the student's own Section or Centre.  Supervisors must be mindful of the balance of the panel; the Department is unlikely to approve two very junior members of staff or two honorary members of staff.

The role of the PRP is to act as the independent assessors for the **three formal assessments** that research students are required to undertake. Assessors thus need to ensure that they are available to assess the Research Plan at 8 weeks, the Early Stage Assessment (which also involves a viva) at 9 months (or 18 months for part time students) and the Late Stage Review (which also involves a viva) between 18 and 24 months (or 36 months for part time students). **Assessors are required to provide full written comments about the student's performance for each assessment, and may recommend** **Pass, Resubmission or Fail. Please note that the PRP can also be helpful in advising students outside of the three formal assessments.**

Supervisors are required to identify suitable members for the PRP, in discussion with the Section Rep, and obtain their provisional agreement in advance.  The Supervisor should complete the [Nomination of the Progress Review Panel.docx](https://wiki.imperial.ac.uk/download/attachments/34277172/Nomination%20of%20the%20Progress%20Review%20Panel.docx?version=1&modificationDate=1504794218000&api=v2), with usually one assessor from the student's Section or Centre, and one assessor from outside the student's Section or Centre. Only one assessor is required to be an expert on the research topic. The form should be returned via their Section Rep to the Research Degrees Manager for Departmental approval.  The Supervisor will receive notification from the Section Rep as to whether or not the panel has been approved.

### The role of the Section Rep

The Section Rep holds a dual function:

1. The Section Rep will oversee the assessment procedures for all students in their Section or Centre, to ensure that students are assessed fairly and rigorously.
2. The Section Rep acts as the Academic Mentor for all students in their Section or Centre.  This is a pastoral role, and students should speak to their Section Rep if they have any concerns that they do not wish to discuss with their supervisor or the Research Degrees Manager.  If the Section Rep is also one of the student’s supervisors, an alternative Academic Mentor will be appointed.

### Assessment 1: the Research Plan

All students must complete and submit their assessed research plan assessment within 8 weeks of starting their studies.  A Progress Review Panel (PRP) must have been approved by the Department before the assessment procedure can begin.

The purpose of the assessment is to ensure, as far as it is possible to do so, that a successful PhD will follow. The report of the PRP is intended to be helpful, and students should expect to have constructive feedback if any difficulties are noted.

In assessing your Research Plan, the Department is required to confirm that you meet the required standard with reference to the following:

* appropriate academic qualifications
* proficiency in spoken English
* proficiency in written English
* ability and background suitable to undertake research project.

The Department is also required to confirm that your project and supervisor meet the required standard with reference to the following:

* well defined aims
* appropriateness of plan of investigation
* comments on successful pilot of work
* well identified project giving scope to carry out your own research even though you may be working in a large team with complimentary projects
* supervision can be given for the expected duration of the programme (suitability and experience of supervisor)
* whether for MPhil only or for subsequent transfer to PhD.

The PRP may, on occasion, find it necessary to interview a student if clarification is needed on any aspect of the application (in order to confirm proficiency in spoken English for example).

### The project proposal

The Research plan is completed on [a pro forma](https://wiki.imperial.ac.uk/download/attachments/34277172/Research%20Plan%20202122.doc?version=1&modificationDate=1638286099000&api=v2) which will include two pages for a brief overview of the project aims.  **You are required to email the assessed form, with all signatures (or copied to everyone involved in the assessment), to**[**researchdegreeenquiries@imperial.ac.uk**](mailto:researchdegreeenquiries@imperial.ac.uk)**, within 8 weeks of starting your programme**. **Submission of printed forms is not permitted**. This is the two page Research Plan itself; in addition you must complete the rest of the proforma with your personal details, supervisors' signatures, assessors' comments and Section Rep's signature.

\*For an example of a completed, well-structured Research Plan, see <https://wiki.imperial.ac.uk/display/medresstudents/Appendix+III+-+forms>

The HDRC expects that the research plan, **which must be written by the student**, should contain the background of the project, general aims, and a plan of studies, and should demonstrate an understanding of the research to be undertaken.  Emphasis should be placed on the plan of investigation (to include details of the methods to be used, and whether they are currently available in the Section or how they are to be established) with the purpose of the proposed work clearly stated.  **The proposal must fit in the relevant size-limited text box of the pro forma.**

### Assessment

It is the responsibility of the student and their supervisors to ensure that the PRP receives the pro forma in good time to complete the assessment.  Once your documentation has been sent to the assessors, they may make one of a number of recommendations:

* To recommend that the Research Plan be approved by the Departmental Higher Degrees Research Committee
* To recommend that, subject to certain revisions and/or amendments being satisfactorily completed, the Research Plan be approved by the Departmental Higher Degrees Research Committee
* To recommend that the work is not suitable for PhD registration and the applicant should be transferred to MPhil registration
* To recommend that the student should not continue.

The final decision on all recommendations rests with the Departmental HDRC.

Once the assessment has taken place and [the pro forma](https://wiki.imperial.ac.uk/download/attachments/34277172/Research%20Plan%20202122.doc?version=1&modificationDate=1638286099000&api=v2) has been presented at the HDRC meeting, the student will be informed of the decision made by the committee. If the Research Plan has been approved, the Research Degrees Manager will write to the student to inform them of the decision. Information about subsequent assessments will also be included.

Alternatively, if the assessment panel makes a recommendation for the revision of the document, the Section Rep will contact the student to explain the nature of those recommendations and give advice.

Should students wish to discuss the critique of their work further, they should contact the assessors who will be happy to do so.

Assessment 2 - Early Stage Assessment

* The Early Stage Assessment must be completed by student and assessors, and submitted to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk), by **9 months** for students following full-time milestones, **18 months** for students following part-time milestones. The student should start making arrangements for a date and venue for the ESA presentation with their PRP and Section Rep well in advance of the deadline.
* **IMPORTANT NOTE**: The 9 month deadline overrides the College ESA deadline which appears on the Imperial College website e.g. the Department’s ESA deadline is 9 months (rather than the College deadline which is 12 months).
* If needed, students can email [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) to request an ESA extension if their ESA is not completed or expected to be completed by the due date. The reason for the extension should be included. Other milestone deadlines will not change.
* Students should complete a **4,000-word report** comprising a detailed literature review, a discussion of work to date (including any early data, if available), and a plan of future work. It should be submitted to the PRP and Section Rep **at least two weeks**before the ESA presentation. Students should run their ESA Assessment through Turnitin (see bold link below) to check for plagiarism. **This is a College requirement.**  The Turnitin similarity report will give a percentage which should be included on the ESA report.

[**https://bb.imperial.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content\_id=\_1687642\_1&course\_id=\_20219\_1**](https://bb.imperial.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_1687642_1&course_id=_20219_1)

Please see the link below for a guide to Turnitin:

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/turnitin-for-students/>

* The student will also be required to give a **10-20 minute oral presentation**followed by a viva of up to 30 minutes, which may take the form of a public question and answer session.
* As noted above, the date for the oral presentation should be set at least two months in advance of the ESA deadline to ensure that the two assessors and Section Rep are available. It is the student's decision whether their Supervisor(s) attends as an Observer.
* The format of the oral presentation will vary from Section to Section.  It may take the form of a work-in-progress seminar to your whole Section, or it may be made to a smaller group.
* Both the written report and the oral presentation must be reviewed by the PRP and Section Rep.
* At the oral examination, assessors and Section Rep should complete paperwork and then pass it to the student to obtain remaining signatures. The student should ensure that a fully completed copy of the [Early Stage Assessment (ESA) form](https://wiki.imperial.ac.uk/download/attachments/34277238/Early-stage-assessment-form%202020.doc?version=1&modificationDate=1601463979000&api=v2) is emailed to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) for consideration by the Higher Degrees Research Committee. **Submission of printed forms is not permitted.**
* The student should ensure that an electronic copy of the final report is also submitted to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk).
* The College requires all doctoral students to meet the following professional skills minimum attendance requirements prior to the 9 month ESA:
  + a minimum of 2 credits plus the online plagiarism awareness course

Further information is provided at <https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/>

\* For an example of a completed, well-structured ESA, see <https://wiki.imperial.ac.uk/display/medresstudents/Appendix+III+-+forms>

### **Appeals**

Please see link below for procedures for dealing with appeals by research students against a decision by their Department not to confirm their registration for PhD at the early stage assessment<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/appeals-by-research-students/Research-degree-assessment-appeal-committee.pdf>

 The College's Complaints and Appeals procedure can be found at: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

### **Plagiarism Awareness Online Course**

In light of the College’s requirement for all doctoral theses to be submitted electronically, the Graduate School, in conjunction with the Library, has developed an **online course entitled** **Plagiarism Awareness**. The course is designed to provide research degree students with guidance and information about proper citation and attribution in writing. After completing the course research degree students should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is.

There is no limit to the amount of times the course is taken – it can be accessed anytime, so there will always be an opportunity to refresh your understanding. If at the end of the course, a research degree student feels that additional guidance is required, directions will be given to alternative sources of information and advice.

For further information and access to the course, please see[Plagiarism Awareness (Doctoral Students) | Imperial students | Imperial College London](https://www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/professional-development/research-integrity/plagiarism-awareness-doctoral-students/)

### **Summary of ESA responsibilities**

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| --- |
| STUDENT |
| Contact PRP and Section Rep to make arrangements for a date and venue for ESA oral presentation at least two months in advance of the deadline |
| Ensure that the Professional Skills minimum attendance requirement has been met |
| Submit written report to PRP and Section Rep at least two weeks before the oral presentation |
| Complete Section A of the ESA form, and then sign Section C after it has been signed by the Supervisor. Then submit the completed form with all signatures to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) where it will be processed and signed off by the DPS. |
| PROGRESS REVIEW PANEL (ASSESSORS) |
| Read the written report and attend the ESA oral presentation. Complete and sign Section B of the ESA form |
| SECTION REP |
| Read the written report and attend the ESA oral presentation. Complete and sign Section B of the ESA form |
| PRIMARY SUPERVISOR |
| Discuss progress, future plans and the Mutual Expectations document with the student, and then sign Section C of the ESA form |

[Assessment 3 - Late stage review](https://wiki.imperial.ac.uk/display/medresstudents/Assessment+3+-+Late+stage+review)

* The Late Stage Review must be completed by the student, two assessors (Progress Review Panel) and Section Rep, and then submitted to the Research Degrees Manager, within **24 months** for students following full-time milestones, **36 months** for students following part-time milestones. The student should start making arrangements for a date and venue for the LSR presentation with their two assessors (PRP) and Section Rep well in advance of the deadline.
* The student will give an oral presentation of at least 30 minutes and complete a summary document not longer than four pages including an overview of the presentation and a detailed plan of future work. The idea is not to write a thesis at this point but to summarise the progress made since your Early Stage Assessment. Please do not therefore attach appendices.
* A date for the oral presentation should be set well in advance to ensure that the two assessors (PRP) and Section Rep are available. The student's supervisor(s) is usually present.
* The purpose of the review is to confirm that the student (a) has an adequate understanding of the research problem (b) has a critical awareness of the relevant literature on the subject (c) has a realistic research plan and schedule and (d) has the capacity to pursue research.
* Assessors will also consider whether the student needs additional English language support.
* The format of the oral presentation will vary from Section to Section.  It may take the form of a work-in-progress seminar to your whole Section, or it may be made to a smaller group.
* Both the summary document and the oral presentation must be reviewed by the two assessors (PRP) and the Section Rep.
* It is the responsibility of the student and their supervisor(s) to ensure that that the examinations take place in a timely fashion.  It should be borne in mind when scheduling dates that the oral examination must be attended by the Section Rep, who is there to ensure that Departmental regulations are upheld.  If the Section Rep is unable to attend, an alternative senior member of the Section must be present to oversee the process on behalf of the Department.
* At the oral examination, the two assessors (PRP) and the Section Rep should complete paperwork and then pass it to the student to obtain remaining signatures. The student should ensure that a fully completed copy of the [Late Stage Review (LSR) form](https://wiki.imperial.ac.uk/download/attachments/37915757/LSR%20form%20201617%20onwards.doc?version=2&modificationDate=1475495487000&api=v2) is emailed to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) for consideration by the Higher Degrees Research Committee. **Submission of printed forms is not permitted.**
* The student should ensure that an electronic copy of the final report is also submitted to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) .
* Once the paperwork has been considered by the Higher Degrees Research Committee, the Research Degrees Manager will write to the student with the outcome.
* By the Late Stage Review (LSR), students must have completed a further two Graduate School credits (in addition to the Graduate School requirement by the 9 month Early Stage Assessment). Further information is provided at <https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/>

 \*For an example of a completed, well-structured LSR, see <https://wiki.imperial.ac.uk/display/medresstudents/Appendix+III+-+forms>

**Appeals**

* Please see link below for procedures for dealing with appeals by research students against a decision by their Department not to confirm their registration for PhD at the late stage assessment <http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/appeals-by-research-students/Research-degree-assessment-appeal-committee.pdf>

**The College's Complaints and Appeals**<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

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| --- |
| STUDENT |
| Contact PRP and Section Rep to make arrangements for a date and venue for LSR oral presentation at least two months in advance of the deadline |
| Ensure that the Professional Skills requirement has been completed |
| Submit written report to PRP and Section Rep at least two weeks before the oral presentation |
| Complete Section A of the ESA form, and then sign Section C after it has been signed by the Supervisor. Then submit the completed form with all signatures to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk) where it will be processed and signed off by the DPS. |
| PROGRESS REVIEW PANEL (ASSESSORS) |
| Read the written report and attend the ESA oral presentation. Complete and sign Section B of the LSR form |
| SECTION REP |
| Read the written report and attend the ESA oral presentation. Complete and sign Section B of the LSR form |
| PRIMARY SUPERVISOR |
| Discuss progress, future plans and the Mutual Expectations document with the student, and then sign Section C of the LSR form |

# [6 monthly progress report](https://wiki.imperial.ac.uk/display/medresstudents/6+monthly+progress+report)

All research students are required to submit annually two progress reports on their work. See [6 month progress report form.docx.](https://wiki.imperial.ac.uk/download/attachments/50136802/6%20month%20progress%20report%20form.docx?version=6&modificationDate=1664275582000&api=v2) This Progress Report consists of a self-assessment exercise which takes the form of a questionnaire to be completed by the student and then discussed by your supervisor. It is hoped that this exercise will:

1)    Help you to reflect on your performance as a research student

2)    Help you to identify your strengths and weaknesses

3)    Provide a formal structure to aid discussions with  your supervisor

On completion of the questionnaire and the discussion you have with your supervisor, the form should be completed and signed by you and your supervisor and returned to [researchdegreeenquiries@imperial.ac.uk](mailto:researchdegreeenquiries@imperial.ac.uk).

**PLEASE NOTE**: You have the option to submit a confidential report to the Research Degrees Manager and Director of Postgraduate Studies (DPS) – Research. This confidential report **will not be seen** by your supervisor.

Forms are reviewed by the Research Degrees Manager and any problems are bought to the attention of the DPS.  Action is taken where necessary.

### Examination entry

All candidates must enter for examination at least **four months** prior to thesis submission.

To enter for examination, candidates should refer to the Examination Entry milestone visible in the **Research Degree Milestones** tile in [My Imperial](https://www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/), where you will be asked to provide details relating to your research topic, thesis title and expected date of submission.

Your main supervisor will be asked to nominate examiners for your thesis, in accordance with the College's [Procedure for Appointment of Examiners for Research Degrees](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/external-examiners-for-pgr/Procedure-for-appointment-of-examiners-for-research-degrees---updated.pdf).

The examination entry details and the examiner nominations will then be considered by the Director of Postgraduate Studies. Upon their approval, the examination entry will be processed by the Registry Assessment Records Team and you will receive written notification via email once your entry to examination is confirmed.

Please note that candidates must submit their thesis by the given deadline displayed via My Imperial, regardless of the status of the examination entry paperwork.

### Thesis Submission

**NB: Theses should never be sent directly to examiners by the student or supervisor.**

Candidates must submit their thesis electronically via the ***Research Degree Milestones*** tile in [My Imperial](https://my.imperial.ac.uk/).

**Please refer to the College's Thesis Submission Checklist for further information on thesis submission procedures and requirements:**

[Submission checklist for Imperial College degrees](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Thesis-Submission-Checklist.pdf)

Candidates must submit their thesis by the given submission deadline displayed in My Imperial, regardless of the status of their examination entry paperwork. Further information on examination entry procedures can be found under the [Examination Entry](https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/) section.

|  |  |
| --- | --- |
| **Mode of Viva** | **Description** |
| Standard | All participants are in person |
| Hybrid | There is a mix of in-person and remote attendance |
| Remote | All participants are remote |

Thesis Submission and Viva

Candidates must submit their thesis electronically via the Research Degree Milestones tile in My Imperial by the given submission deadline displayed in My Imperial, regardless of the status of the examination entry paperwork.

Upon submission of your thesis, Registry's Assessment Records Team will liaise with your examination panel and provide them with an electronic copy of your thesis. Student/Supervisor must never send the thesis to the examiners.

Please refer to the College's Thesis Submission Checklist below for further information on thesis submission procedures and requirements. Please note that any formatting information not explicitly outlined in the checklist is up to the judgement of the student, and reasonable solutions will be accepted.

Your main supervisor, or another member of staff in your department/division, will be responsible for organising the viva examination and making all parties aware of the confirmed arrangements.

Further guidance on how to prepare for your examination and what to expect during the viva is available via the Graduate School's webpages.

Following your viva examination, the examiners will inform you verbally of the outcome. Once examiners have submitted the required examination paperwork, Registry's Assessment Records Team will email you with written confirmation of the outcome and next steps. If the outcome is minor revisions, you must complete the required revisions and submit your corrected thesis directly to your nominated reviewer within six months of the date of Assessment Records' email. The required examination paperwork for processing by your examiners.

### Final Thesis Submission

After the examination is successfully completed and the subsequent approval of any minor corrections required by the examiners, the final version of your thesis must be submitted to [Spiral](http://spiral.imperial.ac.uk/), the College’s digital repository. Bound copies of the thesis and copies on CD are no longer required.

Please note that this is a requirement of the degree, and no award will be conferred until the final submission has been received and processed by the College.

The final thesis will only be made available via Spiral upon expiry of any embargo period agreed via the Thesis Declaration procedure.

### How do I get hold of an Imperial College PhD thesis?

The Central Library at South Kensington holds a complete collection of Imperial College London PhD theses available for reference use in the Library only. Some are also available online in the Spiral Digital Repository.

PhD theses submitted for examination after 1 March 2013 are available on open access in the [Spiral Digital Repository](http://spiral.imperial.ac.uk/).

To consult a thesis submitted for examination before 1 March 2013, please see <https://servicemgt.imperial.ac.uk/ask>

### Requests for thesis submission extensions

Supervisors should support their students in meeting their submission deadlines. This involves ensuring that their research time is protected. The Higher Degrees Research Committee recommends that students start writing-up at the beginning of their third year. This is particularly important for staff-students who are returning to Clinical Medicine after 3 years.

PhD and MD submission rates are very important to the Department. There are serious consequences for the Department and supervisors if submission deadlines are not met. Requests for thesis submission extensions are therefore only permitted in exceptional circumstances.

**Welcome to Imperial College London and the Graduate School!**

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students’ Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career.   Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact.  You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.  Our primary way to communicate to you will be through our monthly newsletter.  However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research.  Do make the most of all that the College and your programme has to offer.

**Welcome from the Graduate Students’ Union (GSU)**

I am delighted to welcome you to the Imperial College and the Graduate Students’ Union (GSU). I hope you have a fantastic time here.

The Graduate Students’ Union is a university-wide representative body elected by postgraduate students. Our job is to stand up for your interest as a postgraduate and ensure that you have the most enjoyable and beneficial time possible at Imperial. As the GSU President, I want to emphasise that it is postgraduate students that Imperial is relying on to maintain its position as a Top 10 university in the world, therefore, your voices really do matter!

This year, our GSU Committee will keep improving postgraduate well-being by increasing the quality of supervision and by creating strategies to tackle mental health issues. Meanwhile, we will also try to strengthen the relationship with enterprises, so that we can co-organize more campus activities, negotiate job and internship opportunities for our postgraduate students and raise more money for our social and recreational events.

We also realised your learning, researching and job/internship application in this year might be terribly influenced by the the COVID-19 pandemic. This might also be worrying you. To minimise the effects and guarantee that your voices are heard, my team and I will meet you through online or offline channels, collect your opinions and ideas, and advocate them to the university.

This GSU Committee is ready to serve for you. We are happy to answer your questions and fully expect to receive your feedback. I wish you all the best at Imperial. Please stay happy and healthy!

Zixiao Wang

President of Graduate Students’ Union

Imperial College London

Email: [gsu.president@imperial.ac.uk](mailto:gsu.president@imperial.ac.uk)

<https://www.imperial.ac.uk/students/academic-support/graduate-school/>

<https://www.imperial.ac.uk/students/academic-support/graduate-school/students/doctoral/professional-development/>

# [Attendance, holiday, interruption of studies and study leave](https://wiki.imperial.ac.uk/display/medresstudents/Attendance%2C+holiday%2C+interruption+of+studies+and+study+leave)

### Attendance and absence

All students are expected to attend assiduously.  If you are a full-time student, you should be at College five days a week unless with the express permission of their supervisor to work from home.  As a student, we have a duty of care for you, and it is important that we know where you are.

If you are off sick, you are required to report this to your supervisor from the first day, and remain in regular contact.

Any student who has been absent without reporting for ten days will be deemed to be failing to adhere to student regulations and will be reported to the registry.  Likewise, any student who has built up a pattern of shorter unauthorised absences may also be reported.  The registry has a responsibility to inform the UK Border Patrol Agency if overseas students fall into these categories.

### Holiday entitlement

If you are employed by the College, your leave entitlement is set out in your terms and conditions of employment.  All other research degree students are entitled toa minimum of 30 days to a maximum of 40 days per year (including public holidays and College closure days) of annual leave (pro rata for part-time students). This annual leave entitlement aligns with the UKRI’s terms and conditions for training grants, student annual leave (section 8.3).

Supervisors and students should discuss and agree the leave entitlement at the start of each academic session. For more information, see the policy at the link below:

[PGR\_student\_leave\_policy\_February\_2023.pdf (imperial.ac.uk)](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/attendance-requirements-for-pgr/PGR_student_leave_policy_February_2023.pdf)

### Interruption of Studies

Students may request an interruption of studies for maternity leave or when a personal emergency or other circumstances arise which prevent them from attending College.  The Department normally interrupts students for a minimum of a month for up to two years.  During the period, the student's registration is effectively suspended and no fees are payable.

Please see form and guidance notes at the link below:

<https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/>

### Study leave

If you are planning to undertake research away from the College for a period of time, study leave should be requested on the [external study leave form](https://wiki.imperial.ac.uk/display/medresstudents/Appendix+II+-+forms)[.](https://wiki.imperial.ac.uk/wiki.imperial.ac.uk/display/medresstudents/Appendix+III+-+forms)

Health and Safety

The College has a duty under the Health and Safety at Work Act (1974) to ensure that students, as well as staff, visitors and members of the public, are not exposed to any risks to their health and safety as a result of its operations.

Students have duties too: each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities.  To this end, each student must:

* Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
* Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
* Attend appropriate induction and training.
* Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.
* Not interfere with any equipment provided for Health and Safety.
* Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

### Health and safety policies

The College has many policies describing how risks will be controlled. All College health and safety policies can be found on the Safety web pages at <http://www3.imperial.ac.uk/safety/policies>; many of these refer to laboratory-related subjects such as radiation, biological safety and chemical safety. Sections may also have their own policies and procedures, which have been produced in line with College guidelines, with which you should comply.

### Management of health and safety

The way in which the management of health and safety is organised within the College, and the responsibilities of those at every level, including students, are described here: <http://www3.imperial.ac.uk/safety/policies/organisationandarrangements>

Many sections and departments have their own Safety Coordinator, often the Laboratory Manager, who can be contacted for advice regarding any aspect of health and safety. Your academic supervisor carries some responsibility for your health and safety whilst you are at the College, and should also be consulted if you have any concerns.

In addition to Section Safety Coordinators, Campus Safety Managers are based at each campus and are available for advice if local contacts are unavailable.

| Campus | Campus Safety Manager | Contact details |
| --- | --- | --- |
| Hammersmith | Heather Combe   Sukwinder Singh | [h.combe@imperial.ac.uk](mailto:s.campbell@imperial.ac.uk) Tel: 020 331 32218 [sukwinder.singh@imperial.ac.uk](mailto:sukwinder.singh@imperial.ac.uk) Tel: 020 331 32218 |
| Charing Cross | Sukwinder Singh | [sukwinder.singh@imperial.ac.uk](mailto:sukwinder.singh@imperial.ac.uk) Tel: 020 331 32218 |
| St Mary's | Diane Thomason | [diane.thomason@imperial.ac.uk](mailto:t.norris@imperial.ac.uk) Tel: 020 7594 3821 |
| South Kensington, Royal Brompton, Chelsea and Westminster, Harefield | Helga Kock | [helga.koch@imperial.ac.uk](mailto:helga.koch@imperial.ac.uk) Tel: 020 7351 8375 |

### Health and safety training

It is important that you attend appropriate induction and training. Induction will usually be given by the local Safety Coordinator or Laboratory Manager. In their absence, the Campus Safety Managers can provide induction training.

A list of subject-specific training is available on the Safety Training web pages here: <http://www3.imperial.ac.uk/staffdevelopment/safety/index>

If you are ever unsure about anything or feel that you need more training before being competent to undertake a task, please let your supervisor know so that further training can be arranged.

### Health and Safety Responsibilities of Supervisors

All supervisors must attend the College's mandatory course: Health and Safety Responsibilities for Academic Supervisors: <http://www3.imperial.ac.uk/staffdevelopment/safety/index/academicsupervisors>

Supervisors of postgraduate students are responsible for and must ensure:

* Risk assessments for student-related activities – i.e. areas and equipment, demonstrations and class practicals, research projects, hosted research, field work and placements - are in place and that these cater for the relative inexperience of students
* Risk assessments are conducted by competent persons, recorded and acted upon as necessary.
* There is a system in place for a suitably competent person to check and verify any risk assessments conducted by students.
* There is a system in place to review risk assessments routinely and in the event of a significant change or an incident.
* Students are informed of any significant risk and its outcomes
* Students have appropriate vaccinations and health control measures depending on the work and its location (the supervisor having sought advice from the College Occupational Health department), e.g. Hepatitis B, Tetanus etc.
* Where students are known to require Personal Emergency Evacuation Plans (PEEPS), they are notified to the Faculty/campus safety officers and the College Fire Officer and the College Disability Officer.
* The training requirements of students are identified, attendance / progress is monitored, and reviewed.
* Students are instructed in and made aware of the fundamental health & safety requirements at the beginning of their courses, and this is supplemented during the course of their studies in teaching and research environments.
* Students are given area inductions - and training in procedures, associated hazards and their controls, and emergency procedures should these fail - and records of that training are kept locally.
* There are appropriate levels of supervision for the student(s)
* Incidents (accidents, near misses and failures of control measures) are reported and action taken to prevent further incident; any lessons learnt are communicated to the Director of Studies for dissemination and further action if appropriate.
* They consider and act upon if necessary, any health and safety concerns raised by students and tutors.
* They escalate any health and safety concerns to the appropriate level (Department, School, Faculty)
* They encourage students to feed-back health and safety concerns and positive suggestions for improvement.

### Risk assessments and Risk Assessment Foundation Training (RAFT)

Under the Management of Health and Safety at Work Regulations 1999, the College must make a “suitable and sufficient” assessment of the risks to the health and safety of staff, students, visitors and members of the public; the aim being to ensure that any significant risks to their health and safety are adequately controlled.

Students should make sure that they are aware of any risk assessments that relate to any work or activity that they will be doing. Your supervisor or Safety Coordinator will be able to show you where risk assessments are kept. Any work or activity which carries significant risk to your health and safety should have been assessed (in writing) before work starts.

Anyone required to conduct risk assessments is required to take the RAFT online course. For further information, see <http://www3.imperial.ac.uk/staffdevelopment/safety/index/raft/webversion>

More information on risk assessment is available on the Safety web pages: <http://www3.imperial.ac.uk/safety/formsandchecklists/raforms1>

### Accidents and incidents

If you have an accident or incident whilst on College premises or when undertaking work-related activities on other sites (e.g. whilst attending conferences or working at collaborator sites) you should inform your academic supervisor and complete an accident report form which can be found on the Safety Department’s web pages: <http://www3.imperial.ac.uk/safety/formsandchecklists/accidents>. If the accident or incident occurs on a non-College site, you should also inform local contacts there.

Data collected is used to analyse the causes of accidents and to ensure that measures are put in place to prevent re-occurrence. The College does not seek to blame anyone for causing accidents so please make sure that they are reported.

If something happens that could have led to an accident or harmful exposure, such as spillage of biohazardous material or hazardous chemical, breakage within a centrifuge, gas leak from a cylinder, the Safety Department need to investigate to make sure that chances of it happening again are minimised. Therefore, even though they did not result in actual injury or property damage, near misses should also be reported using the same form.

### College Safety Department

The College Safety Department provides a wealth of information on their web pages on various aspects of health and safety: <http://www3.imperial.ac.uk/safety>

### Occupational Health

The Occupational Health Department provide help and advice with work-related health issues and also provide vaccinations where necessary for certain types of work (e.g. work with human blood) and for work-related travel to certain countries. Information on the services provided by Occupational Health can be found on their web pages: <http://www3.imperial.ac.uk/occhealth>.

Specific advice for medical students is included: <http://www3.imperial.ac.uk/OCCHEALTH/formedicalstudents>

# [Plagiarism and other examination offences](https://wiki.imperial.ac.uk/display/medresstudents/Plagiarism+and+other+examination+offences)

### **What is Plagiarism?**

The College currently requires all research degree students to run their ESA through Turnitin to check for plagiarism. Any issues, please contact Casper Debieux ([c.debieux@imperial.ac.uk](mailto:c.debieux@imperial.ac.uk)).

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/turnitin-for-students/>

Students can base their thesis chapters on their papers, but they need to be adapted i.e. they can’t just use the papers as they are (and there may also be copyright restrictions from the journal). Please see guidance at the link below; the most pertinent parts are copied below in italics.

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf>

### **Re-using one’s own work**

A common query is whether students can re-use their own work (for example material from a previous publication that they have written) as part of their thesis submission. In general it is acceptable academic practice for a PhD student to include in their thesis material that has been previously written and published by themselves (including figures and text): they should make it clear that they themselves have published this previously and reference appropriately. However, they must not include material written by others (including their supervisor) without proper attribution, even if they are authors on the publication.

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication. The College’s academic regulations state: [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be attached as supplementary material to the thesis.]

It is also not acceptable to reproduce material that has been submitted for an examination at Imperial or another university (for example from the student’s Master’s thesis). It is however acceptable for students to reproduce text and figures that they have previously written and submitted as part of their early or late stage assessment and/or other reports to funders or other bodies. Any documents that are publicly accessible should be appropriately referenced. It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like “Some of the work described in this thesis has been previously published in \*\*\*\* and \*\*\*.”

Students should also be mindful that the reproduction of published work may also infringe copyright, as discussed in: <http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarlycommunication/open-access/theses/>

### Plagiarism Policy

The College considers any act of plagiarism or other academic misconduct to be a very serious matter, particularly for research students.  You should be aware that the Department will take action against any student found to have committed an examination offence in line with College policy.

Formal guidance for students on plagiarism and other examination offences is given in the College's [academic and examination regulations.](https://www.imperial.ac.uk/about/governance/academic-governance/regulations/2019-20-regulations-research/)

Please also see a document entitled **Examinations and Assessment: Academic Integrity** which has been developed to promote plagiarism awareness amongst students and staff. The document can be found at:  <https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

### **Plagiarism Awareness Online Course**

The Graduate School, in conjunction with the Library, has developed an**online course entitled** **Plagiarism Awareness**. The course is designed to provide research degree students with guidance and information about proper citation and attribution in writing. After completing the course research degree students should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is.

There is no limit to the amount of times the course is taken – it can be accessed anytime, so there will always be an opportunity to refresh your understanding. If at the end of the course, a research degree student feels that additional guidance is required, directions will be given to alternative sources of information and advice.

 For further information and access to the course, please see [Plagiarism Awareness (Doctoral Students) | Study | Imperial College London](https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/plagiarism-awareness-doctoral-students/)

# [Student Welfare](https://wiki.imperial.ac.uk/display/medresstudents/Student+Welfare)

**Student Welfare**

The College provides a wide range of services to support your welfare while you are here.  More information on these services is available within the Student Support Zone: <https://www.imperial.ac.uk/student-support-zone/>

Welfare Highlights include:

* [Imperial College Student Counselling and Mental Health Advice Service](http://www.imperial.ac.uk/counselling)
* [International Student Support](http://www.imperial.ac.uk/study/pg/why-imperial/supportive-environment/support-for-international-students/)
* [The Disability Advisory](http://www.imperial.ac.uk/disability-advisory-service/)[Service](https://www.imperial.ac.uk/disability-advisory-service/)
* [Centre for Academic English](http://www.imperial.ac.uk/academic-english)
* [Find a Doctor](https://www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/)
* [College Chaplaincy](https://www.imperial.ac.uk/chaplaincy/what-is-chaplaincy/)
* [Bullying and harassment](https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/)

**Senior tutors**

Further support and guidance can be offered by a pastoral tutor in a confidential manner, information on Faculty of Medicine (postgraduate) Senior Tutors and Faculty Senior Tutor can be found here: <https://www.imperial.ac.uk/student-support-zone/support/in-your-department/>

Senior tutors are assigned to departments that are independent of where they work, but students can approach the Senior Tutor associated with their own department if they prefer.

[**Independent advice from the Student Union Advice Centre**](https://www.imperialcollegeunion.org/advice)

The Imperial College Union Advice Service provide advice and information to current students on academic issues, Imperial student accommodation halls issues, complaints against the College, and signposting to internal departments and external organisations. Common queries include, mitigating circumstances, appeals, academic misconduct, complaints and issues with courses or supervisors. The service is free, confidential, non-judgmental, informative, and independent from the College; these principles benefit students who have an issue with the College and do not feel comfortable using College services for a resolution. The Advice Service provides a range of support levels, from information and signposting to representation and advocacy.

To access the Advice Service, students will need to email [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk) and complete the registration form sent. A team member will be in contact within 3 working days to arrange an appointment or provide information. Staff members may email the Centre for more information about how they help students and what they advise on. More information on advice areas can be found on the [Advice Centre website](https://www.imperialcollegeunion.org/advice).

[**Your PGR Student Representative**](https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z/medicine-pg)

* [**Graduate School**](https://www.imperial.ac.uk/students/academic-support/graduate-school/)
* [**Coaching Programme**](https://www.imperial.ac.uk/students/academic-support/graduate-school/community-support/coaching/)
* [**Research degree mediation scheme**](https://www.imperial.ac.uk/students/academic-support/graduate-school/mediation/)

**Disabilities, specific learning difficulties or long-term health issues**

At Imperial College we recognise that you may require adaptations to support and improve your learning experience if you have a disability or specific learning difficulty. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give professional advice and support to enable you to do this. Adaptions will be specifically tailored to you and your needs and can make all the difference to your learning and assessment experience. Please consider if this is relevant too you as some people never think of themselves as having a disability or specific learning difficulty but in fact do, and benefit from the support the College can provide. Your first point of contact for this is your Departmental DDO.

**Where to find help**

**Your Departmental Disability Officer (DDO)**

Your Departmental Disability officer (DDO) is your first point of contact within your Department. You can find your Departmental DDO and their contact details here: <https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/>

The DDO will help organise and facilitate the support you require within the department and your studies for the time you are at Imperial. They will liaise with who is required across college to ensure this support is provided on your behalf and can also act as an additional form of pastoral support.

You may contact your DDO for help with issues such as:

* Support around disabilities, specific learning difficulties or long-term health issues  
  Specific questions about your course, studies, or departmental facilities  
  Implementation, provision or amendment of adjustments made to support your studies.
* Mitigating circumstances
* Applying for reasonable adjustments for exams.

[**Disability Advisory Service**](https://www.imperial.ac.uk/disability-advisory-service/)

The Disability Advisory Service (DAS) is committed to providing the best possible support for all students at Imperial. DAS understands that each person's disability, specific learning difficulty or impairment can affect them in different ways and therefore the support offered is flexible and tailored to you and your needs. DAS's service is confidential (information about you is only passed onto other people in the university with your agreement). You will need to attend a screening by DAS where your needs will be assessed, and the services available at Imperial (or outside the college) that can support you will be identified and recommended .

More information can be found here: <https://www.imperial.ac.uk/disability-advisory-service/> or contact your DDO for further information.

# [Academic Communication Support for Doctoral Students](https://wiki.imperial.ac.uk/display/medresstudents/Academic+Communication+Support+for+Doctoral+Students)

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**The Imperial College London Doctoral Academic Communication Requirement (DACR)**

Imperial College London is dedicated to the wellbeing of its doctoral students, which includes supporting the development of their ability to communicate their research effectively and to manage the writing-up process independently. The purpose of the Imperial College London Doctoral Academic Communication Requirement is to quickly identify, and subsequently support, students whose academic writing competence needs to be further developed so that they can successfully complete their degree on time. To find out more, please consult [the Doctoral Academic Communication Requirement webpage](https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/).

[**The Centre for Academic English**](https://www.imperial.ac.uk/academic-english/) is here to help every student at Imperial improve their academic communication skills for STEMM subjects (Science, Technology, Engineering, Medicine and Maths).  Our goal is to help you gain confidence and develop your competence as an effective communicator.

**NEW CfAE Self-study Learning Blocks**:

These new self-study learning blocks provide focused input on areas of speaking and writing.  You can find out more about the Learning Blocks on [this page](https://www.imperial.ac.uk/academic-english/writing/) which has a video and shows you how to register.

**NEW CfAE**[**Writing**](https://www.imperial.ac.uk/academic-english/writing/practice/)**and**[**Speaking**](https://www.imperial.ac.uk/academic-english/speaking/practice/)**Lab:**

You are also welcome to visit the CfAE Lab.   Here, you can take part in [live practice sessions](https://www.imperial.ac.uk/academic-english/speaking/practice/), [work in a communal space on a specific piece of work](https://www.imperial.ac.uk/academic-english/writing/practice/), and receive advice and guidance on your speaking and writing from your peers or a CfAE coach.  We offer more listening and speaking practice sessions throughout the week on campus and online.

If you would like to book an online 1:1 session with a CfAE coach, we can give you advice and feedback on your [writing](https://www.imperial.ac.uk/academic-english/writing/advice/) or [speaking](https://www.imperial.ac.uk/academic-english/speaking/advice/).

# [The role of research degree supervisors](https://wiki.imperial.ac.uk/display/medresstudents/The+role+of+research+degree+supervisors)

The role of the supervisors and their relationships with their students are of critical importance and it is accepted that a wide range of successful student-supervisor relationships will exist. Students may have only one supervisor or may have up to three but not more than three supervisors. Where a student has more than one supervisor, one of the supervisors shall be designated the main (previously known as principal or lead) supervisor.

The role of the co-supervisor(s) (also known as second or joint supervisor) will vary according to the research project. In many cases the co-supervisor will play a major role in directing the research (for example when the project is the result of a collaboration between the supervisors). In other cases the role will be more supportive. However, the co-supervisor does have a responsibility for the student’s progress, and will be expected to take an active role in the supervision process. It is often good practice for there to be two supervisors for every student, as it provides back up for those situations where one supervisor is ill, leaves or falls out with the student. In addition it can provide breadth and support to the project. Some departments insist on there being a minimum of two supervisors. It is important that all supervisors are aware that they have a responsibility for the student, and there is no scope for nominal supervision.

The overriding criterion is that all students should have adequate and regular access to their supervisors who should be appropriately qualified to undertake research degree supervision.

Further information can be found here: [Eligibility for research degree supervision.pdf](https://wiki.imperial.ac.uk/download/attachments/50136792/Eligibility%20for%20research%20degree%20supervision.pdf?version=1&modificationDate=1446648620000&api=v2) and [Research programmes | About | Imperial College London](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/)

# [Supervisory Training](https://wiki.imperial.ac.uk/display/medresstudents/Supervisory+Training)

All research degree supervisors are required by College to undertake development activities relating to the supervision of research degree students **at least once every six years** and the Department's '**Focus on Best Practice in Supervision'** workshop is a key part of this development for both new supervisors and also experienced supervisors. The workshop helps supervisors build a strong community of support, sharing experience and good practice, and suggesting possible solutions and strategies to deal with particular challenges in PhD supervision. Please contact the Research Degrees Manager for workshop dates.

In addition, the College requires all new supervisors to complete a mandatory course**'Introduction to PhD Supervision'** which is available either as a face to face workshop or an online version:

<https://www.imperial.ac.uk/students/academic-support/graduate-school/staff/supervisors-guidebook/cpd/main-and-co--supervisors/>

The College also offers a course to **Assistant Supervisors** to formally recognise the contribution that Postdocs make to the student supervisor partnership.

[Assistant Supervisors | Imperial students | Imperial College London](https://www.imperial.ac.uk/students/academic-support/graduate-school/staff/supervisors-guidebook/cpd/assistant-supervisors/)

Useful Links and Appendix

Babies and Bumps network for new parents and parents to be:

<https://www.imperial.ac.uk/human-resources/benefits/supporting-you-and-your-family/bumps/>

Postgraduate Research Experience Survey (PRES) information:

<https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/postgraduate-research-experience-survey-pres/>

Student Supervisor Mutual Expectations document:

<https://bb.imperial.ac.uk/bbcswebdav/xid-11805857_1>

PhD forms:

<https://wiki.imperial.ac.uk/display/medresstudents/Appendix+II+-+forms>

Examples of completed milestones:

<https://wiki.imperial.ac.uk/display/medresstudents/Examples+of+completed+milestone+assessments>

Admissions Policy:

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

Equality, diversity and inclusion:

<https://www.imperial.ac.uk/equality/>

Research Integrity:

<https://wiki.imperial.ac.uk/download/attachments/34276328/Research%20Integrity.docx?version=2&modificationDate=1601457871000&api=v2>

Clinical Academic Training Office (CATO) - support for clinicians:

<https://wiki.imperial.ac.uk/download/attachments/34276328/The%20Clinical%20Academic%20Training%20Office%20%28CATO%29.docx?version=1&modificationDate=1691414414000&api=v2>