National Heart and Lung Institute

Scanning electron microscopy of a leukocyte migrating across the bone marrow endothelium during mobilisation. Courtesy of Professor S Rankin, Dr P Burdon and Ms A Dewar

Research Students Induction Handbook
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1. Welcome

1.a. Welcome from the Director of Postgraduate Studies

I would like to take this opportunity to welcome you to the National Heart and Lung Institute (NHLI), Imperial College London.

NHLI is an international centre of excellence for basic, respiratory, vascular and cardiac sciences and is currently one of the largest within the Faculty of Medicine, which is the largest of the 3 Faculties, with laboratories and groups on 5 campuses.

While you are here you will be interacting with world leaders in their fields and will have the opportunity to conduct your research within a highly motivated environment. This will enable you to make important contacts and friendships which will last into your future career.

Within NHLI you will have access to an excellent network of support including supervisors, mentors, postgraduate tutors and of course the team at the Postgraduate Research Degrees Office, with whom you will be interacting a great deal.

Enjoy your time with us, make the most of it and remember that you will always be welcome to come back.

Professor Tony Magee
Director of Postgraduate Studies

1.b. Welcome from the NHLI Postgraduate Student Committee

We all know how difficult it can be to adjust to a new, foreign environment and how welcome help and advice is. The NHLI student committee has been established with this in mind. We will try to help students integrate into campus life. If you need help or advice, for example, regarding accommodation, settling in or getting to grips with what's expected of you, we hope to be able to help.

If you have any difficulties or questions, you can approach anyone from the committee, which has representatives from Biomedical, Respiratory and Cardiovascular Sciences, as well as representatives for all the main campuses.

We hope you enjoy your time at the NHLI, and use this opportunity to not only work and learn but also socialise. We will be organising social events throughout the year and hope you will participate. We are also happy to advertise other interesting social events, if you are keen on organising any.

We represent your views to the rest of the College and therefore if there's an opinion you feel needs voicing please let us know. Moreover you're very welcome to become involved in the committee itself. The more the merrier!

Best wishes,
NHLI Postgraduate Student Committee
2. The National Heart and Lung Institute

The National Heart and Lung Institute (NHLI) is a major department of Imperial College’s Faculty of Medicine and is a leading international research centre for investigating the mechanisms underlying many chronic diseases within the cardiovascular and respiratory systems such as chronic obstructive pulmonary disease (COPD), asthma, atherosclerosis and heart failure.

NHLI was rated 5* in the 2001 RAE and highly rated in terms of both quality and number of researchers in the 2008 RAE. As a research centre, its main aim is to carry out research, development and education in cardiovascular and respiratory science.

NHLI has scientific expertise and interests in the cross-cutting themes of the Faculty of Medicine and Academic Health Sciences Centre (AHSC) of Population Studies and Epidemiology, Health Technologies, Discovery Biology, Bioinformatics and Clinical Trials. The Faculty also has broad research themes, where the Faculty has strength and depth across the research area at a globally competitive level. NHLI's research also encompasses all of these 6 themes, namely Cardiovascular, Inflammation, Infection, Diabetes, Cancer and Surgery.

Importantly, NHLI has close links to the Royal Brompton and Harefield NHS Foundation Trust, which was recently awarded two Biomedical Research Units (Cardiovascular and Respiratory), and Imperial College Healthcare NHS Trust, the new Academic Health Sciences Centre, as well as other hospitals across London.

The NHLI has many collaborations throughout Imperial, the UK and internationally. Locally, it is part of the MRC & Asthma UK Centre in Allergic Mechanisms of Asthma, the MRC & DH Centre of Environment and Health (both Centres with King's College London), the Centre for Respiratory Infection, and the British Heart Foundation Centre of Research Excellence in cardiovascular disease.

NHLI was awarded an Athena SWAN Silver Award in 2009, renewed in 2014, in recognition for its support of women in academia.

http://www.imperial.ac.uk/nhli/
2.a. Who’s Who in NHLI

Head of Institute: Professor Kim Fox

Respiratory Division
- Airway Disease Professor Peter Barnes
- Genetics, Genomics and Population Health Professor Sir A. Newman Taylor
- Respiratory Sciences Professor Clare Lloyd

Cardiovascular Division:
- Myocardial and Vascular Biology Professor Kim Fox
- Cardiovascular Science Professor Sian Harding

Director of Postgraduate Studies: Professor Tony Magee

Deputy Director of Postgraduate Studies: Professor Uta Griesenbach

Director of Education: Professor Sue Smith

Deputy Director of Education (Welfare and Faculty Development) Dr Duncan Rogers

Deputy Director of Education (Quality Management) Professor Mary Morrell

Institute Lead for Outreach: Professor Sara Rankin

Institute Lead for Women: Professor Sian Harding

Institute Lead for Postdocs: Professor Miriam Moffatt

NHLI Tutors
- Royal Brompton Campus Professor Uta Griesenbach
  Dr Omar Usmani
  Dr Jenni Quint

- South Kensington Campus Dr Vania Braga
  Dr Charlotte Dean

- St Mary’s Campus Dr Michael Edwards

- Hammersmith Campus Dr Tristan Rodriguez
  Professor Peter Sever
Higher Degrees Research Committee:
• Chair – Director of Postgraduate Studies
• Deputy Director of Postgraduate Studies
• NHLI PGR Tutors
• NHLI Heads of Sections
• NHLI Divisional Representatives
• Postgraduate Research Administrator
• Education Manager

Postgraduate Student Committee:
• Royal Brompton Campus
  Dr Miguel Pereira
  Ms Helena Lund-Palau
  Mr Tankut Guney
  Mr Abel Tesfai

• Hammersmith Campus
  Mr Liam Couch
  Ms Katerina Lawlor
  Ms Sara Samari

• St Mary’s Campus
  Ms Katherine Strong

• South Kensington Campus
  Dr William Foster
  Dr James Allinson

Postgraduate Research Degrees Office:
• Postgraduate Research Administrator
  Mr Tony Umelo

Administration:
• Institute Manager
  Dr Jane Evers

• Divisional Manager (Cardiovascular)
  Ms Emma Bowman

• Divisional Manager (Respiratory)
  Mr Richard Mattin

• Finance Manager
  Ms Monika Rahman

• Finance Administrator
  Ms Jacqui Simmonds

• Research Manager
  Dr Alun Owen

• Education Manager
  Ms Eleanor Tucker

Campus Health & Safety Managers:
• Charing Cross
  Mr Sukwinder Singh

• Hammersmith
  Ms Sally Campbell

• South Kensington, Chelsea & Westminster, Ms Helga Koch
  Harefield, Royal Brompton

• St Mary’s & Northwick Park
  Ms Susan Hines
3. Faculty of Medicine

The Faculty of Medicine is one of Europe’s largest medical institutions – in terms of its staff and student population and its research income.

Established in 1997, it brings together all the major West London medical schools into one world-class institution. It maintains close links with a number of NHS Trusts with whom it collaborates in teaching and research activities.

Although on several sites, its academic Schools/Institutes/Departments function as one Faculty, fully integrated within the College. The current Principal, Professor Dermot Kelleher, took up his appointment on 1 October 2012.

http://www.imperial.ac.uk/medicine/

3.a. Who’s Who in the Faculty

Faculty Centre
Dean: Professor Gavin Screaton
Vice-Dean (Education and Institutional Affairs): Professor Jenny Higham
Vice-Dean (Research): Professor Jonathan Weber
Vice-Dean (Health Policy and Engagement): Professor the Lord Darzi of Denham
Faculty Operating Officer: Mr Nigel Buck

School/Institute/Department Head
Department of Medicine: Professor Martin Wilkins
Institute of Clinical Sciences: Professor Amanda Fisher
National Heart and Lung Institute: Professor Kim Fox
School of Public Health: Professor Elio Riboli
Department of Surgery and Cancer: Professor Jeremy Nicholson

3.b. Location

The main Faculty Office is in the new Faculty Building at the heart of the main South Kensington Campus.

Faculty of Medicine Office
Level 2, Faculty Building
South Kensington Campus
Imperial College
Exhibition Road
London SW7 2AZ

Campuses:
Most teaching and research is carried out in major teaching hospitals at the following campuses.
- Chelsea and Westminster
- Charing Cross
- Hammersmith
- North West London Hospitals
- Royal Brompton
• St Mary’s

Faculty members also collaborate closely with NHS staff based at Ealing Hospital, Hillingdon Hospital, Harefield Hospital, West Middlesex Hospital and Ashford Hospital, along with Primary Care and Mental Health Trusts across North West London.
4. Graduate School

4.a. Welcome from Professor Sue Gibson, Director of the Graduate School

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

As part of this offer, the Graduate School has developed a programme of professional skills courses, covering a broad range of themes, for example, personal effectiveness, writing skills, presentation skills, project management and leadership skills, all of which have been tailored to suit the different stages of your research degree. Our flagship residential research skills development course is also available to all early stage research students and covers team building, research planning, communication and creativity, amongst other skills training. The skills developed during these courses are highly valued in the job market.

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

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

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

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

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

Janet De Wilde
4.c. About the Graduate School

The Graduate School is for all Master's and Doctoral students at Imperial College London and you automatically become a member when you register for a Postgraduate taught or research qualification at Imperial.

The Graduate School has several roles - to ensure the quality of provision of postgraduate education; to provide a forum for students from across the College to meet at lectures and social events; and to provide a professional skills development programme to help you develop those skills that will make you a more productive and successful researcher and also prepare you for your career, whether in or out of academia.

Imperial is an incredibly vibrant research environment, which attracts researchers from all over the world. It is a great place to undertake postgraduate study and there are immense opportunities at both Masters and Doctoral level to contribute to world leading research.

4.d Graduate School Events

Membership of the Graduate School means you immediately become part of a wider postgraduate community, broadening and enriching your academic and social experience whilst at Imperial. The Graduate School provides a focus for opportunities to meet each other and exchange ideas across disciplines through attendance at guest lectures and other similar academic (combined with social) activities.

Attending the different activities and events will give you the opportunity to meet other postgraduates in your field and from other parts of the College, and have the chance to share knowledge and experience. An important part of these events are the receptions afterwards, which provide an opportunity for you to meet with the speaker(s) and presenter(s) and with each other. This enables you to make rewarding contacts outside of your laboratory or department, bringing you into contact with graduates from different backgrounds to your own.

There are a number of social and academic events throughout the year, including distinguished guest lectures, at which you will be able to hear top national and international speakers. Other regular events include the extremely popular Ig Nobel Awards Tour Show in March and the exhibition chemistry show in May. The Graduate School Research Symposium in July includes the opportunity to view posters presented by research students across the College, a keynote lecture and reception.

In addition to the many events which are now well established in the Graduate School calendar, you are encouraged you to contact the Graduate School with your suggestions for popular speakers, issues for debates and ideas for other interdisciplinary events.

See the website for our events programme: 
www.imperial.ac.uk/graduateschool/events

Please ensure you have a copy of the latest Graduate School booklet which includes further information about Graduate School as well as the list of courses.
4.e Cohort Building

Cohort Building aims to enhance support for research students and help improve the research environment. Cohort building events and activities can assist departments to comply with indicators 4 and 14 from the QAA UK Quality Code for Higher Education and the College's Research Degrees Precept 9. Research students working in cohorts can improve their understanding and access to professional and personal development as well as pastoral care.

The Graduate School can assist Departments with Cohort Building, appreciating that alternative and existing ways to support students and the research environment may already be in place.

If you require any support or advice on any aspect of cohort building please contact Dr Caroline Hargreaves, the Graduate School Cohort-Co-Ordinator.

Once your cohorts have been established, please email details of the students' names and cohort leader, to the Deputy Manager of the Graduate School.

4.f Contact us

By email at graduate.school@imperial.ac.uk
Follow us on Twitter – follow @ImperialGradSch for news, events and highlights
Find us on Facebook at Imperial College Graduate School
Visit the Graduate School website: www.imperial.ac.uk/graduateschool
5. Research Students – Definitions

Students may be classified as either full- or part-time.

5.a. Full-Time Student

All full-time students follow full-time milestones. The minimum registration for MPhil is 12 months and for PhD, and MD (Res) is 24 months. The maximum is 48 months with thesis submission required within four years.

Such students are those who are self-funded or who are on studentships and undertaking research on a full-time basis. They have accompanying concessions such as eligibility for housing, Council Tax exemption, receipt of tax-free stipend (as applicable).

These students will pay fees as Home/EU (H/EU) or Overseas (O) Students.

5.b. Part-Time Student

Students who are full-time members of Imperial College London or NHS staff (from associated hospitals) will be classified as part-time students.

The first category of part-time students, which comprises the majority of these students are employed solely or principally to work on their research studies. This category usually includes Research Assistants and Clinical Research Fellows who should be devoting a minimum of 80% of their time to their research. These students are required to follow full-time milestones and submit a thesis within four years. The minimum registration period is 33 months for PhD, 24 months for MPhil or MD (Res). The maximum is 48 months.

The second category involves those students who might be described as truly part-time, attending the College between 50% and 80% FTE and are following part-time milestones. The minimum registration period is 48 months for PhD, MPhil or MD (Res). The maximum is 72 months with thesis submission required within 72 months.

Imperial and NHS staff will pay fees as Home/EU (H/EU) or Overseas (O) Students, at the part-time rate.
6. Application and Registration Procedures

6.a. Full-Time Students

All students must apply to Imperial College via Registry and subsequently register their degree with the NHLI.

Application with Imperial College London (through Registry)

Admission to College as a full-time student must take place before the student commences on site. Individual members of academic staff are not permitted to make offers to students; this is a contract between Imperial and the individual and the process is undertaken by Registry.

Full-time candidates must complete a College application form, available from the Registry or online (https://www.imperial.ac.uk/study/pg/apply/how-to-apply/), which requests information from which an assessment of academic background, level of fluency in the English language and fee status is made. The completed form must be submitted to and logged by Registry before being forwarded to the supervisor/s. Annotations on the form will indicate:

- whether the academic qualification is satisfactory and, if not, whether the supervisor wishes to make a special case for acceptance (see 6.c)
- level of fluency in English. Students must be able to demonstrate a full command of the English language. Students whose first language is not English must take an English language test on arrival and achieve an acceptable grade or score before admission can be confirmed (see Section 9. or contact Registry for further clarification)
- the fee status (H/EU or O)

Confirmation of the candidate’s first degree result is part of the application process for full-time candidates and, if they are applying before they know their result, this will form one of the conditions of acceptance. Advice on the acceptability of non-standard entry qualifications should be sought from the Registry as early as possible.

Two written independent references are also required before an offer can be issued and prospective supervisors are required to make every effort to make direct contact with the student, preferably by interview but, failing this, by telephone.

Depending on the selection process, the project and supervisor will normally be identified at an earlier stage than the application. The supervisor will be required to indicate on the form whether they accept the candidate and to identify the general area of research, as well as any conditions which need inclusion on the offer letter.

Evidence of sponsorship/studentship or financial support will be required before the offer is finally confirmed. Self-financing students must confirm in writing that they will cover the cost of fees for the entire duration of studies.

The date on which a full-time student commences their research is the date of enrolment. Enrolment with College Registry ensures that attendance is marked for each academic year and that student records are correct. This also entitles students access to facilities such as accommodation, council tax exemption and other concessions. More importantly, it allows students to receive their stipend if paid from a studentship.
Registration with the NHLI

Upon starting, full-time students will be given form NHLI01. This form should be completed and returned to the NHLI Postgraduate Research Degrees Office along with the documentation described in Appendix A. within two weeks of their start date.

Please note that registration with NHLI **must** be completed within one month of commencement of study and before the end of the calendar year.

The student must submit a Research Proposal (Section 12.b.) within four-six weeks of their start date. This research proposal must be the student’s own work and describe studies to cover the entire duration of the intended degree.

Full-Time students must complete the minimum Graduate School training requirement and attend the NHLI Postgraduate Induction and NHLI Postgraduate Research Day.

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Backdating results in lost funding to the Faculty and College's HEFCE income. Backdating is only allowed in exceptional circumstances and there is strictly no backdating beyond three months AND as long as it does not go back to the last calendar year.
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6.b. Part-Time students

All students must apply to Imperial College via Registry and subsequently register their degree with the NHLI.

Application to Imperial College London (through Registry)

Admission by College as a part-time student must take place before the student commences on site. Individual members of academic staff are not permitted to make offers to students; this is a contract between Imperial and the individual and the process is undertaken by Registry.

Part-time candidates must complete a College application form, available from the Registry (http://www.imperial.ac.uk/pgprospectus/applicationforms), which requests information from which an assessment of academic background, level of fluency in the English language and fee status may be made. The completed form must be submitted to and logged by the Registry before being forwarded to the supervisor/s. Annotations on the form will indicate:

- whether the academic qualification is satisfactory and, if not, whether the supervisor wishes to make a special case for acceptance (see 6.c.);
- level of fluency in English. Students must be able to demonstrate a full command of the English language. Students whose first language is not English must take an English language test and achieve an acceptable grade or score before admission can be confirmed (see Section 9. or contact Registry for further clarification);
- the fee status (H/EU or O).

Confirmation of the candidate’s first degree result is part of the application process for part-time students and, if they are applying before they know their result, this will form one of the conditions of acceptance. Advice on the acceptability of non-standard entry qualifications should be sought from the Registry as early as possible.

Two independent written references are also required before an offer can be issued and prospective supervisors are encouraged to make every effort to make direct contact with the student, preferably by interview but, failing this, by telephone or individual correspondence with the student concerned.

Depending on the selection process, the project and supervisor will normally be identified at an earlier stage than the application. The supervisor will be required to indicate on the form whether they accept the candidate and to identify the general area of research, as well as whether or not there are other conditions which need inclusion on the offer letter.

Evidence of sponsorship/studentship or financial support will be required before the offer is finally confirmed. Self-financing students must confirm in writing that they will cover the cost of fees for the entire duration of studies.

Registration within the NHLI through Postgraduate Administrator)

Upon starting, part-time students will be given form NHLI01. This form should be completed and returned to the Postgraduate Administrator along with the documentation described in Appendix A. within two weeks of their start date.
Please note that registration with NHLI must be completed within one month of commencement of study.

Employees in industry who wish to study towards a higher degree with Imperial College on a part-time basis must complete a PRI form as well as the NHLI registration form.

The student must submit a Research Proposal (Section 12.b.) within four-six weeks of their start date. This research proposal must be the student's own work and describe studies to cover the entire duration of the intended degree.

Part-time students must complete the minimum Graduate School training requirement and attend the NHLI Postgraduate Induction and NHLI Postgraduate Research Day.

Funding Tenure/Extension

It is the student’s responsibility to inform the NHLI Postgraduate Degrees Office Registry of any extension to their funding. This specifically applies to students with Imperial/NHS contracts whose original contract expires before they have completed their minimum period of registration. Failure to do so is likely to result in the student’s record being amended to show they have left the College and they may not meet the minimum requirement for degree registration.

Please note that unfortunately the Registry and HR systems do not communicate with each other, hence the importance of your letting Registry and the Postgraduate Degrees Office know of all contract extensions.

Backdating results in lost funding to the Faculty and College's HEFCE income. Backdating only allowed in exceptional circumstances and strictly no backdating beyond three months AND as long as it does not go back to the last calendar year.
6.c. **Special Case Registration**

Supervisors wishing to register a postgraduate student whose qualifications do not reach the standards set by Imperial College London or NHLI must submit a special case for their registration. This special case has to be supported by the Institute (via the Postgraduate Degrees Office), before being put forward to the Graduate School for their consideration.

If a supervisor is requesting a special case registration for a prospective postgraduate student, the supervisor will need to complete the relevant form (NHLI 02) along with the application and registration documentation described in Appendix A before a decision can be made to support the special case registration.

The supervisor will need to arrange for the prospective student to prepare and present a 10 minute slide presentation of the proposed work along with a 300 word summary. This will be followed by a question and answer session with the Director of Postgraduate Studies, and two assessors, one nominated on behalf of the Higher Degrees Committee and one suggested by the supervisor. Both assessors must be Imperial College staff and experienced postgraduate supervisors with good track records of postgraduate supervision.

**Please note that NHLI will only accept outstanding students as special cases and that Institute support does not guarantee Graduate School support for the registration.**

The special case must be forwarded to the Director of Postgraduate Studies and Postgraduate Administrator before the candidate can be recommended for admission.
7. **Occupational Health Requirements**

The College Occupational Health Service provides services to protect health at work, assess and advise on fitness for work and to ensure that health issues are effectively managed. Its mission is to promote and support a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

Further information can be found at: [http://www.imperial.ac.uk/OCCHEALTH](http://www.imperial.ac.uk/OCCHEALTH)

**Application and registration**

Some postgraduate work carries particular risks and requires that new students are notified to the Occupational Health Department at Imperial. Any risks related to the work that the students are going to be doing will have been identified by the 'Risk Assessment' which the supervisors will provide for the students.

Specifically:

1. Working with biohazardous materials (if you are unsure about this please ask your supervisor) the student will need to complete the form "Health Surveillance: Biological Agents" and return it to Occupational Health.

2. Working with live animals or with insects, the student will need to complete the form "Health Surveillance Enrolment Form" and contact Occupational Health at South Kensington to arrange an appointment for initial surveillance and mask fit-testing – please telephone 0207 59(49401) not more than one month before the animal work will start.

3. Contacting with hospital patients, students need to complete the form "Post graduate infection control clearance - non-invasive" and contact Occupational Health at South Kensington to arrange an appointment to update immunisations where necessary – please telephone 0207 59(49401).

Each of these forms can be downloaded from: [http://www.imperial.ac.uk/OCCHEALTH/formsandchecklists](http://www.imperial.ac.uk/OCCHEALTH/formsandchecklists)

Other postgraduate students do not require specific clearance from Occupational Health.

**Working in other (non-Imperial) laboratories and fieldwork/study leave**

If a student is spending a part of his/her studies in a laboratory elsewhere, or is doing fieldwork, then they will need to consider the risks involved. Imperial has an 'Off- Site Working’ policy which they will need to follow. Details are available at: [http://www3.imperial.ac.uk/OCCHEALTH/guidanceandadvice](http://www3.imperial.ac.uk/OCCHEALTH/guidanceandadvice)

Please submit this paperwork at the same time as applications for Study Leave (Section 14)

**Returning to study after a prolonged sickness**

Upon returning to study following an Interruption of Study (Section 13) for health reasons, Registry will require a confirmation from a medical practitioner that the student is fit to return to study.

If a student has been off sick and has health-related concerns about their return to study then please contact Occupational Health directly.
8. Research Approvals

Projects Involving Patients/Clinical Material For Which Ethical Permission Is Required

Prior to commencement of the project, the supervisor must ensure that:

- appropriate ethical permission has been obtained and this must be confirmed on the application form
- the consultants in charge of the overall care of the patients have given their consent to the study
- a suitably senior clinician is identified with whom the student can liaise
- the requirement for ethical permission is clearly explained to the student and that the appropriate clinical contacts have been established
- appropriate patient numbers are available for the study, as described

For guidelines on research projects involving clinical trials – see Appendix C

Projects Involving Animal Work

Prior to commencement of the project, the supervisor must ensure that:

- appropriate animal models are available for the study, as described
- appropriate ethical permission in the form of a project licence has been procured/sought

Personal licences may be applied for during the project.
9. **English Language Requirement**

**Before application:** ALL European and International students MUST complete a recognised English test (e.g. TOEFL or IELTS) before they will be permitted to enrol with Imperial College. Prior to arrival, all international students will have been informed of the necessity to take a recognised test, preferably in their country of origin, and to submit the results prior to or on enrolment.

**Following enrolment:** Once enrolment is completed (including the taking of an “admission test” if necessary), all postgraduate research students who are not native speakers of English must undergo an English assessment at Imperial when they start their research studies (the Requirement). This is an internal College assessment test, chiefly of writing skills, and is completely separate from the English requirements for entrance (IELTS, TOEFL, etc). A second assessment within 9 months of the degree start date may be required depending on the result of the earlier internal assessment.

The purpose of the procedure is to ensure that students who need language support are given it during the registration period and that they can complete their thesis submission on time.

Students who are not native speakers, but whose level of English is near that of a native-speaker, can be exempt from the Requirement with the agreement of their supervisor **and** NHLI’s Director of Postgraduate Studies.

The exemption categories are currently:

1. native-speakers
2. students who are bi-lingual (by birth or domicile)
3. students with 1st degree in the medium of English (3 years minimum) or students with extensive education or work experience (4+ years minimum) in the medium of English

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

ALL overseas students, including EU students, must contact the Centre for Academic English (CAE) at Imperial College to take the College’s internal Initial English Language Test.

Unless exempted, all international students are required to take the CAE Initial Test. Depending on the result, students may be offered remedial classes by the CAE, and may also need to take a second test (Test at ESA) before being allowed to progress in their degree following their Early Stage Review. A score of 60 in the CAE Initial Test is required in order that the further test is not required.

**It is important not to confuse the “admission” test required for admission/enrolment, with the CAE Initial Test which is usually taken some time in the first term of studies (unless exempted).**

Further details of the nature and timing of tests and the Imperial College Centre for Academic English are available from: [http://www3.imperial.ac.uk/academic-english](http://www3.imperial.ac.uk/academic-english)
10. Roles and Responsibilities

10.a. The Role of the Director of Postgraduate Studies

The Director of Postgraduate Studies (DPS) has the same responsibilities as the Postgraduate Tutors (see section 10.b.). In addition, the DPS has overall responsibility for the coordination and management of postgraduate research training within NHLI.

The DPS reports to the Graduate School and is the chair of NHLI’s Higher Degrees Research Committee (HDRC).

10.b. The Role of the Postgraduate Tutors

The Postgraduate Tutors are responsible for the overall smooth running of the Institute's postgraduate affairs. Along with the Heads of Sections, they form the NHLI Higher Degrees Research Committee, chaired by the Director of Postgraduate Studies.

Their duties and responsibilities include the following:

- Pastoral and administrative responsibility on the Institutional level for all research students.
- The arrangement of induction sessions for research students.
- Ensuring that proper supervisory arrangements have been made for all research students.
- Monitoring the initial stages of each student’s research and the arrangements for subsequent degree assessments.
- Postgraduate Tutors will act as mediators in cases of dispute between a student and a supervisor.

In some of the larger Schools/Institutes/Departments the pastoral and administrative responsibilities of the Postgraduate Tutor are shared amongst two or more people or by the Postgraduate Tutor and the Director of Postgraduate Studies respectively.

You can arrange to have a meeting with the postgraduate tutor at any time during your PhD/MD(Res). Please note all meetings will be completely confidential.

It is important that you contact the postgraduate tutor if:

- You are having problems with your supervisor, particularly if you feel that you are not being adequately supervised.
- You are in financial difficulties.
- You have problems outside of work that are affecting your ability to complete your PhD/MD(Res).
- You have health issues. Please remember the postgraduate tutor must be informed if you take more than a week off your studies through ill health.

The postgraduate tutor may be able to offer practical solutions to the problems you are experiencing, they can certainly offer advice and if necessary can act as a mediator between you and your supervisor.

Formal meetings with the postgraduate tutor:

- You will meet some of the postgraduate tutors with other new postgraduate students at the induction session.
• After any of your 6 monthly progress reports you will have a meeting with the postgraduate tutor to discuss this report, if there is any indication that you are having problems.
10.c. The Role of the Mentor

Each postgraduate research student within NHLI is entitled to a mentor at the start of their studies.

If an MD(Res) or PhD student is interested in having a mentor, they should contact Dr Maija Maskuniitty (aino-maija.maskuniitty08@imperial.ac.uk), NHLI’s Career Development Coordinator. If the student already has an idea of who they would like as a mentor, please mention this when contacting Maija.

The main role of the academic mentor is a pastoral one. It is not intended that the academic mentor should act in a supervisory role and the role of academic mentor must remain separate from the role of supervisor.

The idea of the academic mentor is to provide the student with an additional person with whom to consult informally.

The academic mentor must:

- be employed by Imperial College London
- be independent from the research group and section
- have supervision experience
- ideally have attended the supervision and mentoring workshops.

It would be helpful if the academic mentor had some knowledge of the area of research, but this is not crucial to the role.

If the mentor leaves Imperial College London during the course of the student’s registration a new mentor must be found as soon as possible.

It is important that the student’s mentor is carefully chosen to be able to play an active and clear role during the period of research study in order that conflicts of interest might be prevented. Therefore a research student should not have a supervisor and a mentor who are related by marriage or who are partners.

NHLI provides mentoring workshops for both mentors and mentees and students are encouraged to attend the training.

Formal meetings between the student and their mentor

Students are able to contact and meet with their mentor at any point during their research degree. At a minimum, we recommend that formal meetings should be organised for a discussion of progress upon:

- Registration and/or submission of the first 6-monthly report
- Submission of the last 6-monthly report (30 months for PhD and 18 months for MD(Res) students)

The responsibility for mentee-mentor relationship sits with the mentee.
10.d. The Role of the Supervisors – Principles of Supervision

(i) Supervisors of postgraduate students (PhD, and MD(Res)) are obliged to comply with all aspects of Imperial College London procedure. They must ensure that the compulsory reports at 4-6 weeks and every 6 months are completed in a professional and timely manner. Supervisors must also ensure that the PhD and MD(Res) Early Stage Review is submitted within 9 months from registration and that thesis submission is completed within the recommended 36 months, and not later than 48 months.

(ii) Adequate supervision is difficult to define, but it is suggested that each supervisor will maintain regular contact with their students through tutorials, group meetings or at the bench and should set aside normally a minimum of one hour per week for consultation with them.

(iii) Only individuals with an academic post within Imperial College London and funding in place for the duration of the student’s registration are eligible to be primary supervisors. Individuals who do not hold an academic post at Imperial College London or with less duration of funding may be eligible to be secondary supervisors in some circumstances.

(iv) Where the primary supervisor holds an Honorary contract, the secondary supervisor must be an Imperial College London employee and hold an academic post for the duration of the degree registration.

(v) The College does not prescribe a limit but it is suggested that few academic staff would be likely to have more than six research students at any one time (i.e. perhaps two in each year of the postgraduate programme).

(vi) Primary supervisors must have supervised PhD/MD(Res) students to successful and timely completion and must have attended the ‘Supervising Postgraduate Students’ core workshop of the Centre for Educational Development and been a secondary supervisor. Supervisors who do not meet these criteria will be obliged to attend the training course before the registration can be completed. Information about the availability of relevant training courses can be obtained from the Postgraduate Degrees Office.

(vii) Supervisors will need to ensure that each student has been through an official NHLI induction process before registration can be approved by the Institute. Induction days are held several times a year by the NHLI Postgraduate Office and Tutors. If the student’s registration does not coincide with these timings, the supervisor will need to arrange a meeting between themselves, the student and the NHLI Campus Postgraduate Tutor.

(viii) Where the student and the supervisor are related either through marriage or family, the nature of the relationship must be declared and discussed with the Head of Institute and the Director of Postgraduate Studies before registration can proceed.

(ix) If the student wishes to be assigned a mentor, they should contact NHLI’s Career Development Coordinator. The main role of the academic mentor is a pastoral one. It is not intended that the academic mentor should act in a supervisory role and the role of academic mentor must remain separate from the role of supervisor. The idea of the academic mentor is to provide the student with an additional person with whom to consult informally. The academic mentor must be employed by Imperial College London and must be independent from the research group and section. The mentor must have supervision experience and ideally have attended the supervision and mentoring workshop. It would be helpful if the academic mentor had some knowledge of the area of research, but this is not crucial to the role. If the mentor leaves Imperial College London during the course of the student’s registration a new mentor must be found as soon as possible.
In cases where it is considered appropriate for a student to be co-supervised by academic staff who are married to each other or who are partners, this relationship must be declared to the Director of Postgraduate Studies. It is important that the student’s mentor is carefully chosen to be able to play an active and clear role during the period of research study in order that conflicts of interest might be prevented. However a research student should **not** have a supervisor and a mentor who are related by marriage or who are partners.
10.e. The Role of the Assessors

In addition to your postgraduate supervisors, the student will have two independent assessors. These will be scientists in academia that have the appropriate knowledge base and expertise to judge your progress and offer you advice on your postgraduate project.

These two assessors will be appointed on behalf of the NHLI Higher Degrees Committee; one suggested by the supervisor and the other by the Postgraduate Office. At least one must be from outside the broad research group.

The assessor will read, assess and comment on the Research Proposal (RPC), Early Stage Review (ESR) and Late Stage Review (LSR) Assessment and make a recommendation as to whether the student should progress with their degree.

The final decision will be made by the Director of Postgraduate Studies.

In addition to assessing your reports, the assessors may provide an external input on the project, with suggestions for specific experiments, methodologies or potential new directions for your research project. In this way the assessors may provide a positive input into your project.

The assessment reports will be made available to both student and supervisors.
11. Training

Supervisors and their students are expected to meet regularly, at least once a week, to formally review progress. There may be day-to-day meetings in the lab but it is essential that regular meetings are arranged and adhered to. Both supervisors and students should endeavour to keep a record of what is discussed, especially when things are not going smoothly, so that any differences of opinion can be backed up by evidence (See Appendix L: Meeting with your supervisor for sample forms that can be used during meetings).

The Graduate School provides a comprehensive Professional Skills Training Programme. All students registered for an MD(RES) or a PhD are required to attend the specified number of workshops described the Graduate School booklet. Evidence of attendance will be required and confirmation of degree will not be approved without a record of Graduate School Academic Training Seminars attended.

Details can be downloaded from the Graduate School website at: http://www3.imperial.ac.uk/graduateschool

In addition the Institute hosts Postgraduate Induction for all new students and a Postgraduate Research Day (normally June, annually).

Attendance is mandatory for all NHLI students.

To maintain a broad scientific understanding, students are also required to attend a number of seminars and lectures in each year of study. This can include up to 5 sessions attended at symposia, Imperial seminars (both NHLI and other Schools/Institutes/Departments) and Imperial/NHLI scientific events. It is recommended to attend an average of approximately 20 such seminars/lectures a year. However, these should not include group work in progress lab meetings.

NHLI Events
There are a large number of which are held annually within NHLI, including:

- Annual Cardiovascular and Respiratory Lectures
- Inaugural and Professorial Lectures
- Visiting Lecturers
- Respiratory and Cardiovascular Grand Rounds
- Research events

Generally these events are open to everybody and they will be widely publicized in the NHLI Newsletter and other mechanisms.

Your attendance at these events is highly encouraged.
12. Progress and Assessments

12.a. Six Monthly Reports

Each April and October, both the student and their supervisor must complete a six-monthly progress report. These forms (6-monthly) are in two parts and both parts can be submitted independently.

Students should also meet with their Mentor formally following their first and last six-monthly review.

- 6 months into the degree for MD(Res) and PhD students
- at 18 months for MD(Res) students
- at 30 months for PhD students

These forms (6-monthly) are in two parts and both parts can be submitted independently. Students are responsible for submitting the second part of the 6-monthly form. If for any reason, a meeting to discuss the first section is not possible, the student must ensure that they submit their part regardless of the first section not being completed. However, both parts are required for review by the NHLI Tutors.

All forms must be completed and returned promptly to the Postgraduate Administrator.

Students return their completed forms in confidence whilst supervisor must discuss their comments with the student prior to return. The aim is to identify any problems at an early stage and to find solutions to them.

Feedback from 6-monthly reports

These 6-monthly reports are a written summary of a progress meeting between the student and the supervisor where feedback would have been provided to the student on their progress.

When they are submitted, the NHLI Postgraduate Research Office checks that everything appears in order, i.e. signatures from all parties, satisfactory progress of student, meetings with supervisors, level of satisfaction with supervisors, attendance at meetings and courses, etc.

If any significant issues have been highlighted, the matter will be followed-up by the Postgraduate Research Administrator, Education Manager or Director of Postgraduate Studies and the Postgraduate Tutors. If no issues have been highlighted, the reports will simply be placed on the student's record.

It is in the best interest of both students and supervisors to ensure that these progress meetings and reports are undertaken.
12.b. Research Proposal Confirmation (RPC)

The research proposal, which must be written by the candidate with the supervisors’ assistance, should be 2-4 pages (single-spaced) including figures (optional) with usually no more than 10 references and should be submitted electronically.

The purpose of this proposal is to allow assessment of the intrinsic scientific merit of the project and of the student’s understanding of the project. It must, therefore, contain sufficient detail to allow a decision to be reached.

The research plan should be formulated on the basis of a two year MD(Res) or three year PhD programme of research. It should not just describe the work that would lead up to the Confirmation Review at 9 months.

The structure of the research plan should be as follows:

- **Title of the research and name of the student and supervisors**
- **Background to project**
The background should be a survey of the literature directly relevant to your work. It will involve placing your molecule or system of interest in the context of your field. It may involve work that has been carried out in the laboratory before you arrived. This section should also provide the information from which you have formulated your hypothesis. You should add a concluding paragraph which provides a clear, succinct statement of the hypothesis on which your work will be based (one or two sentences at most).

- **Hypothesis**

- **Aims**
The main goals of your research should be stated concisely, either as short sentences or bullet points.

- **Plan of Investigation**
Describe the methods that you will adopt in sufficient detail to allow both your understanding of them and their feasibility to be assessed. Detail whether these methods are currently available in the division/department/section or how they are to be established. Evidence of successful pilot work should be incorporated into this section and will be particularly noted.

**Approval Process**

The assessors described in Section 10.e. will review the Research Proposal and complete an assessment report form confirming that:

1) **the candidate** meets the required standard with reference to the following:
   - appropriately qualified
   - proficiency in spoken English
   - abilities and background suitable to undertake the research project

2) **The project and supervisor** meet the required standards with reference to the following:
   - well-defined aims
• appropriateness of the plan of investigation
• comments on successful pilot work, if appropriate
• well-identified project such that the candidate has scope to carry out their own research even though they may be working in a large team with complementary projects
• if truly part-time, the fraction of time that the candidate will be able to devote to their studies
• necessary space and facilities can be provided
• sufficient funds are available for the expected duration of the programme. Where availability of funds has been confirmed by the signature of the supervisor/s, the liability for the provision of those funds will lie with the supervisor/s and not with the Institute
• supervision can be given for the expected duration of the programme (suitability and experience of supervisor)

The assessment reports will be made available to both student and supervisors.

It is important to note that this process is one of approval and not a pass/fail examination.

Research Proposals that are not approved at initial consideration may only require some modifications to be made in order for approval to be given at a later date. There is sometimes, but rarely, a need for the project to be entirely revised (see section on Resubmission below).

**Resubmission**

In cases where the Postgraduate Degrees Office and Higher Degrees Research Committee does not approve a Research Proposal, the student will normally have only one opportunity to re-submit their document for approval. The request to re-submit will be given a timeline.
12.c. Early Stage Assessment

The purpose of the Early Stage Assessment (ESA) is to confirm that the student has an understanding of their field of research and the direction of their project, and has the potential to pursue research. Data presented at this stage may be minimal but should be indicative of the student’s ability to perform.

The Early Stage Assessment process includes the submission of a written report no later than 9 months from date of registration, the subsequent oral assessment, the English Test if required, re-submission of report or re-viva (if needed) and attendance at the Graduate School courses, all of which must be completed within 12 months from registration.

If a student underperforms at this stage they may be reassessed within 2 months, and no longer than 12 months from initial registration. For PhD students, the consequences of poor performance include the option to downgrade registration to MPhil.

The **Written Report** should be written by the student and should contain:

- a) Title page with word count, name and CID
- b) Abstract
- c) Background of the subject
- d) Hypothesis
- e) Methods
- f) Results obtained to date
- g) Discussion, including a statement on the originality of the project
- h) Outline of future work

All students are urged to read carefully through Informal Notes on Requirements and Common Mistakes (**Appendix E**). These are intended to indicate what should be included in the report and they provide a guideline for figures and legends as well as common errors to be avoided.

It is appreciated that at 9 months there may be little concrete data, but a clear protocol and techniques to be used should be well established. If there are any published or submitted papers or abstracts these should be included (these are not a pre-requisite for the report).

The report will be reviewed by two assessors; these would normally be the same assessors as those who undertook the initial Research Proposal assessment.

Subsequent to the student’s ESA submission, an oral assessment will be arranged with the assessors by the student.

**Oral assessment**

The oral examination should take the form of a brief presentation by the student to the assessors (of 10-20 minutes, with the option of visual aids) followed by an assessment to review:

- Oral presentation skills
- Capacity for critical but constructive thinking
- Thorough understanding of the relevant academic discipline
- Competence in the relevant techniques
- Awareness of the associated literature
- Understanding of the hypothesis
- Research ability
- Published papers and abstracts
- Originality of the research
- PhD/MD(Res) potential
- Confirmation project is feasible within the remaining registration period (with thesis submission within 4 years)

The presentation should conclude with a slide outlining the timetable and future work for completion of the research.

If a student underperforms at this stage they may be reassessed within 2 months, and no longer than 12 months from initial registration. This should be discussed with the committee through the Chair of the NHLI HDRC in the Postgraduate Degrees Office.

For PhD students, the consequences of poor performance include the option to downgrade registration to MPhil.

Prior to student progress being confirmed to year 2, all research students must have fulfilled their Graduate School requirement.

**Submission of Documentation**

<table>
<thead>
<tr>
<th>Document</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>An up-to-date curriculum vitae</td>
<td>2 copies + electronic copy</td>
</tr>
<tr>
<td>A fully referenced report of 5,000 - 6,000 words (excluding references and figures, but including an abstract of about 400 words). Word count needs to be put on the first (i.e. Title) page.</td>
<td>2 bound copies + electronic copy</td>
</tr>
<tr>
<td>A list of 20 seminars attended (this can include up to 5 sessions attended at Symposia but does not include internal lab meetings and departmental seminars i.e. work in progress seminars)</td>
<td>1 copy</td>
</tr>
<tr>
<td>Documentary evidence of attendance at Graduate School Professional Skills Workshops (available from Graduate Schools: <a href="mailto:graduate.schools@imperial.ac.uk">graduate.schools@imperial.ac.uk</a>)</td>
<td>1 copy</td>
</tr>
</tbody>
</table>

_The appropriate number of Research Students Six Monthly Assessment Report forms must have been completed by both student and supervisor(s) and returned to NHLI’s Postgraduate Research Degrees Office_
12.d. Late Stage Review

The purpose of the Late Stage Review (LSR) is to confirm that the student has an adequate understanding of the research problem, has the capacity to pursue research, has a critical awareness of the relevant literature on the subject and has a realistic research plan and schedule for completion within the registration period.

Within 18-21 months from their start date, each research student (MD(Res) and PhD) following full-time milestones (by 36-42 months for those following part-time milestones) is required to give an Oral Presentation to their assessors (the same assessors as for their Research Proposal and Early Stage Assessment) to ensure that good progress is being made with their research.

Students and supervisors are responsible for organising the LSR and therefore must ensure they liaise with the assessors in plenty of time to set a date for the verbal presentation within the 18 to 21 months’ window from the student's initial registration.

Importantly, students and supervisors should liaise with NHLI’s Postgraduate Research Degrees Office should they encounter any delays or difficulties in arranging the LSR, so that it can help.

Students and supervisors must let NHLI’s Postgraduate Research Degrees Office know of the date of the LSR as soon as it is set so that it can follow through with the assessment form which the assessors should complete to provide feedback.

If a student underperforms at this stage they may be reassessed within 3 months, and no longer than 24 months from initial registration

Written Report and Slides
The report summary must be fully referenced and no more than 4 pages in length (excluding references and figures). If there are any published or submitted papers these should be included. Minor changes to the slides may be made between submitting them to the Postgraduate Research Degrees Office and giving the Oral Presentation.

Oral Presentation
The presentation (about 30 minutes) should start by describing the progress which has been made and conclude with a plan of future work through to submission.

The presentation should be to open group (e.g. Section, group meeting) followed by a private meeting if requested by student or assessors. Every effort must be made to have both assessors present but can be undertaken with just one of the assessors if the other cannot attend the meeting.

Exceptionally, if both assessors cannot attend an LSR oral assessment with an open group within the 18-21 month window, then a private assessment within the window with both assessors is possible.

Submission and Feedback
The presentation slides and a report summary should be submitted to the assessors, copied to NHLI’s Postgraduate Research Degrees Office, a week prior to the presentation.
The LSR assessment report will be made available to both student and supervisors following the Oral Presentation.
13. **Attendance Requirements and Annual Leave**

MD(Res) and PhD programmes of study follow the 52 week academic year and students must attend as such. Imperial College closure days can be found here: [http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures](http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures).

Annual leave is dependent on the student’s status (e.g. Imperial or hospital staff and full-time student) and each student should discuss this at the start of their research degree with their supervisor.

All annual leave must be requested from and approved by the supervisor and students must provide adequate notice.

Sick leave must be notified as soon as possible with the supervisor and the return to work policy following sick leave must be followed: [http://www3.imperial.ac.uk/hr/procedures/health/sicknessabsence](http://www3.imperial.ac.uk/hr/procedures/health/sicknessabsence).

In the case where the supervisor is not available, the student must contact their section administrator or the postgraduate administration team.

Supervisors must monitor student attendance and any student who fails to attend an expected interaction will be reported to their section administrator and the postgraduate administration team immediately.

Furthermore, to fulfil its obligation to the UKBA, Imperial will report to the UKBA all overseas students who miss 10 expected interactions.

It is therefore essential that students communicate with their supervisor(s), section administrator or postgraduate administrator any annual or sick leave.
14. Interruption of Studies

It may happen that a personal emergency or other circumstance arises, which requires the students to interrupt their studies. It is vital that the student inform their supervisors immediately, and they in turn the Postgraduate Office, so that the student’s registration and timeline can be suspended until they return and they do not unnecessarily exceed the maximum registration period, assessments and thesis submission deadlines.

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc.

For fee-paying registrations, no fees are payable for such a period although it should be borne in mind that for full-time students, the stipend will also be suspended for the duration.

Please note that an interruption of studies is independent from any employment procedure carried out with Human Resources.

Note – only in exceptional circumstances can registrations be suspended retrospectively.

Upon returning to study following an IOS for health reasons, Registry will require a confirmation from a medical practitioner that the student is fit to return to their study. If a student has been off sick and has health-related concerns about their return to study, they should contact Occupational Health directly (Section 7).
15. **Study Leave**

Some students may be required to collect material or study elsewhere than at the College; part of the time may need to be spent in other places. Any Study Leave must be applied for using an IC/D form which must be submitted to NHLI’s postgraduate office at least 6 weeks in advance of the period for which leave is sought.

If a student is spending a part of their studies in a laboratory elsewhere, or is doing fieldwork, then they will need to consider the risks involved. Imperial has an ‘Off-Site Working’ policy which they will need to follow. Details are available at: [http://www.imperial.ac.uk/safety/policies/individualpolicies/offsiteworking](http://www.imperial.ac.uk/safety/policies/individualpolicies/offsiteworking)

The minimum period of attendance for a research student at Imperial College is normally 12 months of full-time study for both full-time and part-time students (ie Imperial or hospital employees). Study leave is not allowed during the first or last three months of study and therefore students must be in attendance at the College for the first 3 and last 3 months of the course, save in exceptional circumstances specifically agreed in advance by NHLI and by the College.

Adequate supervision must be in place where the student will be taking up their Study Leave prior to any application being approved.

Where Study Leave is undertaken inside the UK, tuition fees are charged at the full rate. Where Study Leave is undertaken outside the UK, tuition fees are charged at the full rate if the period of absence is less than 3 months. If the period of Study Leave outside the UK is 3 months or more, a reduced fee may be charged at the discretion of the department. The fee for the Study Leave period will be charged on a pro-rata basis at the rate for part-time students, with fees being charged on a pro-rata basis as normal for the period of full-time attendance at the College.
16. NHLI Postgraduate Research Day

The NHLI Postgraduate Research Day is an annual event, held in June, **compulsory** for all NHLI Postgraduates as it is part of the NHLI postgraduate curriculum.

It is an excellent opportunity for students to socialise with peers and present their work as well as experience the format and requirements of a scientific meeting. It also gives a milestone for each year of the student’s degree.

- 1\(^{st}\) year PhD students must attend
- 1\(^{st}\) year MD(Res) students and 2\(^{nd}\) year PhD students must present a poster; and attend
- 2\(^{nd}\) year MD(Res) students and 3\(^{rd}\) year PhD students must give an oral presentation; and attend.

Monetary prizes for the best poster and oral presentation are awarded by a panel of judges composed of academics, postdocs and students.

All supervisors are strongly encouraged to attend and funders (charities, industry) are invited to attend thus creating good networking opportunities and the ambiance of a scientific meeting.

The day is followed by an evening of drinks.
17. Undergraduate Teaching – Graduate Training Assistants

The number of teaching opportunities offered by the Division has increased greatly since we have taken on responsibility for more of the first year teaching. If you are interested in gaining some experience in undergraduate teaching, NHLI offers training sessions specifically for PhD students. Following attendance at one of these sessions, your name will be added to the list of Graduate Training Assistants who are eligible to teach and you will be notified of teaching opportunities as they arise.

There are three main reasons why you might want to try taking on some tutoring or demonstrating. First, some teaching experience is a useful extra line on your CV, particularly if you are considering a career in academia. Second, PhD students who are in receipt of grants or bursaries are eligible for payment for their teaching activity (however, if you are studying for your PhD whilst employed by Imperial College, you will not be eligible for payment). Finally, it’s good to experience something new and you may find you have a talent for teaching and enjoy it. Our students are a sparky and interesting bunch of people who are enjoyable to be around.

Please note that postgraduate students must have the written permission of their supervisors both to attend the training course and also to teach our undergraduates.

For more information, please contact Professor Sue Smith, Director of Education by emailing sue.smith@imperial.ac.uk.
18. Imperial College Outreach

Imperial Outreach (http://www.imperial.ac.uk/outreach) are looking for postgraduate students who are interested getting involved with science activities for pre University students. Imperial College London has a long established reputation for delivering excellent outreach activities to school and college students and maintaining this relies on engagement from those interested in inspiring the next generation to take up study in science, technology, engineering or medicine.

Outreach Postgraduate Ambassadors (OPA)

The aim of this scheme is to encourage enthusiastic postgrads to communicate their research or studies to a school-based audience. You can do this either in the classroom in the form of a school placement or you can give a demonstration lecture here at Imperial to an invited party of children. There are no restrictions or requirements other than a willingness to inspire and delight a young and captivated audience!

Once you register your interest, we will invite you to a short training session to give you more information and also to carry out a Criminal Records check.

You can then choose what activities you would like to take part in but these can include:

- School visit to talk about your research
- School visit to give a careers talk (i.e. your personal career path from school to scientist!)
- Assisting with a specific project or science club/activity a school may require help with
- Giving a demonstration lecture here at Imperial College
- Assisting with one of our summer schools or science taster days

You can do as much or as little as you want. The emphasis is on fitting it flexibly around your work and study commitments. We have a comprehensive list of schools around London who are keen to have the support and input of an ambassador so if you wish to go to a school for one of your activities, you can chose where you go. Alternatively if you wish to suggest a local (or far-reaching!) school that you wish to go to, we welcome that too. Some researchers may wish to return to their old secondary school and we strongly encourage such links.

The scheme is voluntary but we have some provision to pay back out of pocket expenses should you need to buy any equipment or items for your demonstrations or talks. Our vision is to get the scheme accredited through the Graduate Office so you can use it as part of your continuing professional development but for the time being we hope that you just enjoy the experience and find talking to a young audience refreshing and exciting!

http://www.imperial.ac.uk/outreach/postgraduateambassadors/informationforpostgraduates

If you would like to work with us running workshops, doing one off lectures, getting involved with the Open Day or mentoring at one of our existing programmes please contact us on outreach@imperial.ac.uk.

NHLI wholeheartedly encourages outreach activities and has a dedicated Institute Lead for Outreach, Professor Sara Rankin (s.rankin@imperial.ac.uk).
19. Examination Entry and Submission of Thesis

19.a. Examination Entry Forms

All full-time and part-time students are required to submit a thesis within 48 months of their initial degree registration. Truly part-time students are required to submit a thesis within 72 months of their initial degree registration.

Before you can have a viva voce examination you, your supervisor and the Institute will need to complete examination entry forms.

You should aim to submit your exam entry forms at least four months before you would like to submit your thesis, or four months before your final submission deadline. This means submitting forms no later than 44 months after your start date if you are a full-time student, or and 68 months after your start date if you are a truly part-time student.

Please note that submission of your thesis is not permitted until you have completed the minimum registration period.

There are two forms to complete:

- Nomination of Examiners & Examination Entry Form
- Description of Thesis Form

Once you have completed Section I of the first form and all of the second and third forms you should forward these to your supervisor(s). Please ensure the first form is completed fully by referring to the guidelines at bottom of the form.

Your supervisor will then complete Section II of the examination entry form, including nominating two examiners for your viva within the Guidelines for Supervisors for the Appointment of Examiners. Once your supervisor has completed Section II they should forward it to the Director of Postgraduate Studies for your NHLI's for approval. The Higher Degrees Research Committee reviews each nomination of examiners, and upon approval, the proposed examiners and relevant paperwork are forwarded to Registry for their approval.

The Examination Entry is valid until the thesis submission deadline, during which the thesis can be submitted for examination. After the submission deadline, the entry will be cancelled, and another entry form will need to be completed along with a late entry application form.

http://www.imperial.ac.uk/registry/exams/examentryforms


Once you have submitted your exam entry forms you will be told when your entry has been processed and you are able to submit your thesis.

When you submit your thesis, you should make sure that you also provide a copy of the Abstract and the Declaration of Number of Words

http://www.imperial.ac.uk/registry/exams/thesisandvivas
19.c Viva

Once you have submitted your thesis the Registry will ensure that copies are provided to your examiners, in advance of your viva examination. Your supervisor, or another member of staff in your department/division, will be responsible for organising the viva and making all the necessary arrangements.

When your viva has taken place you may be informed of the outcome by the examiners. You will possibly be asked to make some minor corrections to your thesis before submitting the final copies and being awarded your degree.

Once you have submitted the final copies of your thesis and your examiners have agreed that they are satisfied the Registry will write to you confirming the award of your degree. Your certificate will be issued after this date.

http://www.imperial.ac.uk/registry/exams/thesisandvivas
20. Examination Offences and Plagiarism

The College's formal position on exam offences is detailed in the Plagiarism and Examination Offences Policy & Procedures, which lists what the College classes as breaches of the examination regulations.

Plagiarism
You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College London and the University of London must be expressed in your own words and incorporate your own ideas and judgements.

Plagiarism, which is the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. You are encouraged to read and criticise the work of others as much as possible, and you are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism. The College may submit your coursework to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service.

Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Plagiarism and Examination Offences Policy and may result in penalties being taken against any student found guilty of plagiarism.

http://www.imperial.ac.uk/registry/exams/examoffences
21. Writing Up Period

Research students may apply to register as Completing Research Students (CRS) for a maximum period of 12 months upon payment of a CRS registration fee of £200.00.

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 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 are expected to submit an Examination Entry Form no later than 4 months prior to their expected submission date.

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student’s normal registration period. Students will have access to all College facilities and be eligible for Council Tax exemption if they were registered as full time students immediately prior to going on to CRS. 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.

If circumstances demand that students need to be in attendance to finish experimentation beyond the expiry of their studentship or contract, this will involve fees and again must be discussed as soon as possible with their supervisor/s and the Postgraduate Office.

Please note students are not insured to work in the lab during the writing up period.
## Appendix A: Documentation Required for Application & Registration and Assessments

### Application & Registration:

<table>
<thead>
<tr>
<th>Full-Time Students</th>
<th>Part-Time Students: Imperial and NHS Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application via Registry</td>
<td>1. Application via Registry</td>
</tr>
<tr>
<td>Online Application Form</td>
<td>Online Application Form</td>
</tr>
<tr>
<td>1st degree confirmation</td>
<td>1st degree confirmation</td>
</tr>
<tr>
<td>2 written references (not future supervisors)</td>
<td>2 written references (not future supervisors)</td>
</tr>
<tr>
<td>Confirmation of financial support</td>
<td>Confirmation of financial support</td>
</tr>
<tr>
<td>2. NHLI Registration via</td>
<td>2. NHLI Registration via</td>
</tr>
<tr>
<td>Postgraduate Research Degrees Office</td>
<td>Postgraduate Research Degrees Office</td>
</tr>
<tr>
<td>NHLI 01</td>
<td>NHLI 01</td>
</tr>
<tr>
<td>CV (electronic)</td>
<td>CV (electronic)</td>
</tr>
</tbody>
</table>

Employees in industry who wish to study towards a higher degree with Imperial College on a part-time basis must complete PRI forms as well as NHLI registration paperwork.

### 9 Month Early Stage Review Assessment:
- A fully referenced report of 5,000-7,000 words (excluding references and figures, but including an abstract of about 400 words). Word count needs to be put on the first (i.e. Title) page.
- Up-to-date CV
- Documentary evidence of attendance Graduate School Workshops
- A list of 20 seminars attended

### Late Stage Review Assessment
- A copy of the slides
- A 4-page summary should be available to the assessors prior to the presentation and submitted to NHLI's Postgraduate Research Degrees Office.
### Appendix B: Imperial and NHLI Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Application Form</td>
<td>Imperial College online application form</td>
<td>Prior to start date.</td>
</tr>
<tr>
<td>IC/B</td>
<td>(a) For notification of interruption of studies (b) For notification of change of supervisors or department</td>
<td>(a) when/if appropriate (b) when/if appropriate</td>
</tr>
<tr>
<td>IC/C</td>
<td>Notification of proposed and determination of minimum registration period (the normal College requirement is 48 months)</td>
<td>Before offer is made for new students; at the time change to part-time registration is sought for continuing students</td>
</tr>
<tr>
<td>IC/D</td>
<td>Approval of study leave</td>
<td>At least 6 weeks before the study leave is expected to begin</td>
</tr>
<tr>
<td>NHLI 01</td>
<td>NHLI postgraduate degree registration form</td>
<td>Within 2 weeks of start date</td>
</tr>
<tr>
<td>NHLI 02</td>
<td>NHLI special case request for registration of postgraduate student</td>
<td>Prior/during application process</td>
</tr>
<tr>
<td>NHLI 03</td>
<td>NHLI Postgraduate Degree Backdating Request</td>
<td>With NHLI 01</td>
</tr>
<tr>
<td>NHLI 04</td>
<td>NHLI Late entry form</td>
<td>When/if appropriate when submitting the Examination Entry Forms</td>
</tr>
<tr>
<td>Occupational Health Clearance</td>
<td></td>
<td>When/if appropriate</td>
</tr>
<tr>
<td>6-Monthly</td>
<td>NHLI Six Monthly Progress Report</td>
<td>Every April and October</td>
</tr>
<tr>
<td>Bursary Form</td>
<td>To initiate payments of student bursaries or to make adjustments to existing bursaries.</td>
<td>When/if appropriate</td>
</tr>
<tr>
<td>Form</td>
<td>Purpose</td>
<td>Deadline</td>
</tr>
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</tr>
<tr>
<td>Expense Claim Form</td>
<td>To claim expenses for employees, casual staff and visitors to the College.</td>
<td>When/if appropriate</td>
</tr>
<tr>
<td>MPhil Entry Form (contains various enclosures)</td>
<td>For entry to the MPhil examination</td>
<td>At least four months before the proposed date of submitting the thesis.</td>
</tr>
<tr>
<td>PhD/MD(Res) Entry Form (contains various enclosures)</td>
<td>Entry to the PhD or MD(Res) examination</td>
<td>At least four months before the proposed date of submitting the thesis.</td>
</tr>
</tbody>
</table>
Appendix C: Biomedical Research Guidelines

1. Clinical Research

These notes are only meant as a guide and members of staff are referred to the ICH/ GCP (Good Clinical Practice Guidelines), the Declaration of Helsinki, and the Royal College of Physicians Guidelines on the Practice of Ethics Committees in Medical Research involving Human Subjects. New members of staff should be provided with these documents by their immediate supervisor.

Guidelines

(a) Research involving human subjects and human foetal tissue, and advertising for human volunteers for research projects, must be approved by a Research Ethics Committee before it may proceed. Research Ethics Committees must give permission for research involving patients (both NHS and private) and also for access to NHS premises and records. All clinical research staff are required to register their clinical research projects with their NHS Trust (including projects involving private patients being treated in Trust facilities). Any clinical research wherever it is conducted which involves the College’s clinical academic staff should be considered as if the research were to take place in the UK.

(b) For particular types of clinical research (e.g. gene therapy) the UK has established national bodies (e.g. Gene Therapy Advisory Committee) as the responsible approval agency. The College requires all those undertaking clinical research in these areas to obtain the appropriate approval for their work.

(c) Clinical research workers must obtain approval from the College Secretary before the College’s name or logo can be used in any promotional literature or web site.

(d) The role of named collaborators should be properly defined. As with other types of research the College expects that the principal investigators will share the responsibility for the project. The lead investigator will be the project manager and will be accountable for all aspects of project performance.

(e) Potential research subjects are entitled to choose whether or not they will participate in research; obtaining valid informed consent is central to the ethical conduct of research. Before they are asked for their consent, the subjects should be fully informed about the nature of the research methods and the likelihood, nature and possible degree of bodily or psychological harm. They should also be briefed about the purposes (including a realistic assessment of benefit) and potential value of the experiments and the right to withdraw during the course of the experiment. The consent forms should be filed in the patient’s notes. In the case of private patients the notes must not be kept by the clinician concerned, but must be held in the Trust facility for private practice and be available for a minimum period of ten years.

(f) Subjects should not be deceived either by the withholding of information or intentional misleading regarding the procedures or purposes of research unless there is a valid methodological reason for doing so.

(g) Where research may involve the invasion of privacy, the research proposal must contain provisions that the subject will be fully informed, in advance, of the nature of the information required and the subsequent use to be made of that information. Each subject is to be given the freedom to decide what additional
information not currently in the public sphere of knowledge can and cannot be communicated.

(h) Each subject has a right to maintain his or her anonymity.

(i) It is difficult to conduct clinical research with human subjects and experimental design should have clearly defined research objectives to allow for this. Every clinical study should have distinct goals, criteria for the inclusion or exclusion of cases, and should minimise the scope for investigator bias. There should also be details of the methods and timing of follow-ups, statistical methodology and the type of outcome measures expected.

(j) Data should be consistent with the medical records used as source material and should be abstracted as the trial proceeds.

(k) In both prospective and retrospective trials, data collection forms should be used.

(l) To enhance the validity of the clinical research any changes to the conduct of the study or the interpretation of the results should be put before a Research Ethics Committee for its approval and, following this approval, should be explained to all research participants by the investigator.

(m) All clinical research must be conducted in accordance with the World Medical Association Declaration of Helsinki.

2. Animal Research

Imperial College has an active policy of ensuring that all biomedical research involving protected animals undergoing regulated procedures complies both with the letter and the spirit of the Animals (Scientific Procedures) Act of 1986. Applicant personal licensees must have attended the requisite modules of an accredited training course and it is they who bear the primary responsibility for the health and welfare of animals that have undergone regulated procedures. The overall responsibility to ensure legal compliance by the College is held by the certificate holder, who is also the director of central biomedical services (CBS).

The ethical review process advises the certificate holder and scientists, and enhances the roles of named animal care and welfare officers and veterinary surgeons. This is to ensure that only fully justified research involving animals is permitted; all prospective work will only be allowed if no other non-sentient alternative is possible, and the minimum number of animals are used under the best conditions for their welfare and achieving the scientific aim.

These principles are called the three Rs:
(a) Replacement of live animals wherever possible with non-sentient material.
(b) Reduction in the numbers used through good experimental design.
(c) Refinement of techniques to minimise any discomfort and maximise the scientific results.

Guidelines
(a) All research must comply with the CBS protocols relating to health and safety legislation.
(b) No-one is permitted to work within CBS facilities unless they have been satisfactorily screened by the Occupational Health Service for allergy to laboratory animals.

(c) Heads of Department/Divisions/project leaders/CBS Director must ensure that all staff are aware of the relevant protocols.

3. Bio hazardous Research

The College acknowledges its responsibility to provide a programme for the handling, storage and disposal of bio hazardous waste material, as well as a capacity to provide emergency response to bio hazardous incidents, through the Safety Unit. However, the investigator is responsible for following these guidelines in order to ensure proper scientific conduct. ‘Faculty groups’, which regularly conduct research in this area, and research groups, should develop their own more specific guidelines to help direct staff.

**Guidelines**

(a) Investigators must ensure that they comply with the Health and Safety Executive’s Laboratory Bio safety Guidelines.

(b) Detailed protocols of specific work procedures for handling bio hazardous material must be developed by the Head of Department/Division/Centre/research group in consultation with the Safety Unit.

(c) Staff and students participating in bio hazardous research must be given adequate direction, training and instruction in the safe performance of their work. This is the responsibility of the principal investigator.

(d) The principal investigator must ensure that the use of bio hazardous material is limited to the certified facilities.

(e) Appropriate emergency and decontamination procedures must be developed by the Head of Department/Division/Centre and research groups in consultation with the Safety Unit.

(f) The principal investigator must report all potentially hazardous incidents and accidents to the Safety Unit.

4. Genetic Modification Work

All work involving genetic modification of animals, plants and micro-organisms must be carried out according to the regulations of the Health and Safety Executive, its Advisory Committee on Genetic Modification and, where appropriate, the Ministry of Agriculture, Fisheries and Food.

5. Plant Pathogens and Pests

All work with plant pathogens and pests, and their vectors, including bacteria, fungi, insects, viruses and other organisms, must be carried out according to the regulations of the Ministry of Agriculture, Fisheries and Food, and where necessary, the appropriate licence obtained.
Appendix D: Guidelines for Research Projects Involving Clinical Trials

Requirements for a research degree, when planning a project that is based around a clinical trial are as follows:

The project must form a distinct contribution to the knowledge of the subject and afford evidence of originality by:

- the discovery of new facts
- the exercise of independent critical power

It is the “exercise of independent critical power” that has become increasingly harder to justify in the case of clinical trials. Thus, the Higher Degrees Research Committee will pay particular attention to evidence of academic content in all future applications. This could take many forms. In a study which is mainly epidemiological, the design of the study, and its subsequent analysis are the main intellectual components and as such would fulfil the University’s requirement for a research degree.

When the trial is designed by an external body (e.g. a drug company) and the student’s main role is to recruit patients, administer the trial and perform assays, an academic component is more difficult to identify. This is especially true where the assays are of a routine nature (or conducted on behalf of the student). Obviously, the final analysis of the data is important. However, this is dictated to some extent by trial design. If the student played little or no part in the design, then the administration of the trial and analysis of data does not constitute a research degree. Additional experimentation (e.g. a sub-study which provided additional insight) would be required to enable the student to demonstrate independent critical thought. Equally important is a degree of confidence that the study can be completed (including any unblinding of data) in a time-frame compatible with the duration of the studentship.
Appendix E: Informal Notes on Requirements and Common Mistakes

The following informal guidelines are intended to indicate what should be included in the 9-month Confirmation Review report together with common errors to be avoided.

Abstract
This should be on one side of A4 and summarise the work performed so far together with a brief introduction and discussion (2-3 sentences for each). It should be like an abstract you would submit to a conference.

Background
The background should be a survey of the literature directly relevant to your work. It will involve placing your molecule or system of interest in the context of your field. It may involve work that has been carried out in the laboratory before you arrived. This section will probably contain the majority of your references since you are citing work from other groups in order to underline the importance of your own work in the field.

At the end of this section, it should be possible to make a clear statement of the hypothesis on which your work is based and the aims of your research. This is a vital part of the assessment and should follow on logically from the background section. The hypothesis should be succinct and will be much easier to follow if it is not swamped by background. The aims should be brief and to the point; no more than two or three sentences (or bullet points).

Materials and Methods
This should be a relatively short section, comparable to the equivalent section in a paper. Refer extensively to papers/textbooks that describe the methods that you use rather than describing, in detail, a commonly-used technique, such as Western blotting. Obviously, if you have introduced critical modifications to a protocol, these should be detailed. It is also acceptable to refer to “manufacturer’s instructions” but it is preferable to qualify this with an original reference. For your final thesis, this section will need to be considerably more extensive and detailed.

Results
The results section should illustrate the fact that you have the necessary ability and experience to perform experiments. There should be several figures or pictures illustrating primary data, which at this stage of your project may be largely establishing assays rather than extensive novel results. Obviously, summary diagrams are useful but the primary data are of paramount importance. These figures should be clearly labelled. They should have a figure number: Figure 1, Figure 2 etc., a title and a comprehensive legend. It should not be necessary to refer constantly back and forth from text to figure to understand the figure. Thus, a figure legend requires a very brief description of what the figure is, how the experiment was performed, a comprehensive key to any abbreviations used in the figure and some indication of the results. The figure legend is also an excellent place to describe problems with the results; aberrant bands on a gel, non-specific bands/blobs, etc.

Discussion
The discussion should be brief and summarise the main achievements of your work so far, with an interpretation of the novel data if there are any. In order to interpret experiments fully, it may be necessary to discuss the experiments you plan to do to complete certain features. This approach is fine, but bear in mind that the last section “Future Work” should still be a separate section. If this involves a certain amount of repetition, then so be it.
Future work
This is a critical part of your assessment as it illustrates the fact that you understand what data are required for a doctoral research degree and whether you have enough time to complete the necessary work. It is never possible to do all the work you might wish to, so this section also underlines your ability to prioritise and focus your studies. This should be a concise statement of experiments that are required to complete sections of work and bring them up to the level required for a doctoral research degree. For these purposes, bullet points are probably easier to follow. However, do not make them too terse. For example:

1. **RIGHT**
   To complete the sequence of clone p154, I will need to PCR the 2 x 500bp pieces and directly sequence them in both directions. I can then derive the full-length coding sequence.
   **WRONG**
   I will sequence the clone.

2. **RIGHT**
   For characterisation of the monoclonal antibody I have produced, I will continue with the resetting assays/FACS analysis but use blocking antibodies such as X, Y and Z together with the irrelevant control antibodies A and B. This will indicate which epitopes my antibody binds to.
   **WRONG**
   I will characterise the antibody.

Statement of Originality
A brief statement giving details of the parts of your work that are novel or novel methods you have used to study a problem. Negative data represent an original contribution, provided sufficient controls have been performed. It is always more difficult to prove negative data than positive data.

Overall Comments
Although no one expects English of the quality of Thomas Hardy, the document is still a test of your ability to write well and clearly. The same is true of spelling. Occasional spelling mistakes are forgivable but two or three per page is unacceptable. With the high quality of “spell-check” programs, there is little excuse for inaccurate spelling. Colloquial expressions should not be used. This is a serious scientific document and should be written as such.

Figures should appear in the order in which they are cited. The reader should not have to scramble five pages forward to find Figure 1 and five pages backwards to find Figure 2 when they are mentioned in the text. Obviously, this is not always possible. However, the general rule is that the first time you mention a figure in the text, the figure should be on that page or the page immediately following it.

Always check your references to ensure that they do indeed provide the evidence you need. If you just copy them from somebody else's thesis, you will inevitably end up with a situation in which mistakes are both replicated and amplified. They presumably copied them from somebody else and so on. By the time you copy it, the reference will be completely unrecognisable from the original.
Follow these fairly simple guidelines and you should be fine. Bear in mind, however, that there is very little substitute for good experimentation. Research Degrees are experimental, so do the experiments and get good quality data!
Appendix F: Summary of Schedule and Registration

Timetable to your Higher Degree

Ideally your thesis should take no longer to complete (including writing up) than the two/three years for which you are funded. However it is imperativate that all full time students and staff with greater than 80% commitment to research (e.g. Clinical Research Fellows) submit their thesis within 48 months of registration.

For DIC, follow procedures for MD(RES) or PhD ending on your which you intend to pursue.

<table>
<thead>
<tr>
<th></th>
<th>MD(RES)</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>PG-1</td>
<td>PG-1</td>
</tr>
<tr>
<td>Within 2 weeks of start date</td>
<td>NHLI 01 CV</td>
<td>NHLI 01 CV</td>
</tr>
<tr>
<td>Within 6 weeks of start date</td>
<td>Research Proposal</td>
<td>Research Proposal</td>
</tr>
<tr>
<td>1st occurrence of 30 April or 30 October</td>
<td>6-monthly progress report completed and signed Meet formally with Mentor</td>
<td>6-monthly completed and signed Meet formally with Mentor</td>
</tr>
<tr>
<td>9 months</td>
<td>Confirmation Assessment</td>
<td>Confirmation Assessment</td>
</tr>
<tr>
<td>July of 1st year</td>
<td>Poster presentation at NHLI Postgraduate Research Day (if over 4 months of start date)</td>
<td>Attendance at NHLI Postgraduate Research Day</td>
</tr>
<tr>
<td>2nd occurrence of 30 April or 30 October</td>
<td>6-monthly completed and signed</td>
<td>6-monthly completed and signed</td>
</tr>
<tr>
<td>3rd occurrence of 30 April or 30 October</td>
<td>6-monthly completed and signed Meet formally with Mentor</td>
<td>6-monthly completed and signed</td>
</tr>
<tr>
<td>July of 2nd year</td>
<td>Oral presentation at NHLI Postgraduate Research Day</td>
<td>Poster presentation at NHLI Postgraduate Research Day</td>
</tr>
<tr>
<td>Month 21</td>
<td>Progress Assessment</td>
<td>Progress Assessment</td>
</tr>
<tr>
<td>4th occurrence of 30 April or 30 October</td>
<td>6-monthly completed and signed</td>
<td>6-monthly completed and signed</td>
</tr>
<tr>
<td>20-24 months</td>
<td>Examination entry paperwork</td>
<td></td>
</tr>
<tr>
<td>5th occurrence of 30 April or 30 October</td>
<td>6-monthly completed and signed</td>
<td></td>
</tr>
<tr>
<td>24-36 months</td>
<td>Submit thesis</td>
<td></td>
</tr>
<tr>
<td>July of 3rd Year</td>
<td>Oral presentation at NHLI Postgraduate Research Day</td>
<td></td>
</tr>
<tr>
<td>32-36 months</td>
<td>Examination entry paperwork</td>
<td></td>
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<tr>
<td>36-48 months</td>
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<td></td>
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</tbody>
</table>
Appendix G: Research Students and Supervisors: What to expect

Supervisors expect you to:

- Take responsibility for your thesis - in the end it is your work and your supervisors are here to help you accomplish your research objectives, but not to do the thinking for you!
- Work hard - PhDs cannot be accomplished with only a 9-5 effort. Imperial is a top ranked University and we expect that students will strive to accomplish good work.
- Display initiative - ultimately, the person who drives the process and strives to understand the research area is you. We expect you to be curious about your work and to think about how other ideas/work have an impact on the research you are doing. In light of this, it is a requirement for you to attend all lab meetings, work in progress etc plus other seminars. TO BE A SCIENTIST - YOU SHOULD BE CURIOUS ABOUT SCIENCE!
- Write papers (this is dependent on field of study) before you have submitted your thesis. The process of writing enables you to develop skills which are useful when writing up your thesis, and the fact that you have had papers refereed/accepted by International journals satisfies the external examiner that you have what it takes!
- Be self-critical of your own work and results, and use these skills in being sceptical of results in the literature.
- Help colleagues (especially less experienced ones) in the laboratory to learn through discussions and demonstrations.
- Keep up with the literature in your field.
- Write progress reports every 6 months detailing your results - to this end, you should be conscientious about keeping a laboratory notebook and regularly entering all your data into tables and Excel spreadsheets.

In return, as a student you can expect your supervisor to:

- Be supportive of you both intellectually and personally;
- Set up a viable project and ensure that you have a clear idea of aims and objectives and an initial work-plan;
- Provide an adequate work space for you;
- Be available (or provide an identified substitute) to talk about research problems at relatively short notice although, at certain times of the year, you may need to give a few days notice;
- Help and guide you extensively in your first year; help you in your second year; and be a sounding board in your third year. The help is tapered as you develop confidence in your own abilities and research skills, to enable you to learn to work more on your own and to make more of your own decisions;
- Help develop your skills in technical writing, oral presentations, problem definition, statistical data analysis and critical literature reviews;
- Help enable you to attend at least one conference to present a paper;
- Provide adequate funds and/or facilities for your research project;
- Read your thesis thoroughly and make constructive comments on both style and intellectual content.
Together, students and supervisors are expected to:

- Stick strictly to the College time-frame which allows a maximum of 4 years between registration and submission of the PhD thesis.
### Appendix H: New Graduate School Course titles 2016 - 2017

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<th>Writing for Success</th>
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<td>Writing for Success 2: Writing Tips (Webinar)</td>
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<tr>
<td>Writing for Success 3: Literature Review</td>
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<tr>
<td>Writing for Success 4: Publication</td>
</tr>
<tr>
<td>Writing for Success 5: Thesis</td>
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<tr>
<td>Writing for Success 6: Grants</td>
</tr>
<tr>
<td>Writing for Success 7: Understanding the Reviewer</td>
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<thead>
<tr>
<th>Perfecting Presentations</th>
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<tbody>
<tr>
<td>Perfecting Presentations 1: Poster Top Tips (Webinar)</td>
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<tr>
<td>Perfecting Presentations 2: Present your Poster</td>
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<td>Perfecting Presentations 3: Conference and Seminars</td>
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<td>Perfecting Presentations 4: Advanced Presentations</td>
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<th>Communicating Science to Wider Audience</th>
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<tr>
<td>Communicating 1: Public Engagement</td>
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<td>Communicating 3: Communicating Research in Schools</td>
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<thead>
<tr>
<th>Ensuring Integrity</th>
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<tbody>
<tr>
<td>Ensuring Integrity 1: Plagiarism (online course)</td>
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<tr>
<td>Ensuring Integrity 2: Intellectual Property</td>
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<tr>
<td>Ensuring Integrity 3: Copyright (online course)</td>
</tr>
<tr>
<td>Ensuring Integrity 4: Introduction to Making your Thesis Open Access</td>
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<tr>
<td>Ensuring Integrity 5: Science, Research and Integrity</td>
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<table>
<thead>
<tr>
<th>Management skills</th>
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<tbody>
<tr>
<td>Maximising Management Skills 1: Becoming an Effective Researcher</td>
</tr>
<tr>
<td>Maximising Management Skills 2: Time Management Strategies for your PhD</td>
</tr>
<tr>
<td>Maximising Management Skills 4: Put Project Management into Action</td>
</tr>
<tr>
<td>Maximising Management Skills 5: Preparing for the Thesis and Viva</td>
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<td>Understanding yourself and others</td>
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<tr>
<td>Understanding Yourself and Others 1: Introduction to the MBTI</td>
</tr>
<tr>
<td>Understanding Yourself and Others 2: Introduction to the Clifton Strengths Finder</td>
</tr>
<tr>
<td>Understanding Yourself and Others 3: Recognise Stress and Coping Strategies</td>
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<tr>
<td>Understanding Yourself and Others 4: Building Motivation and Independence</td>
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<tr>
<td>Understanding Yourself and Others 5: Building your Resilience</td>
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<td><strong>Successful Interactions</strong></td>
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<tr>
<td>Successful Interactions 1: Understanding and Developing Assertiveness</td>
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<tr>
<td>Successful Interactions 2: Negotiation for Progressing your PhD</td>
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<tr>
<td>Successful Interactions 3: Networking for Progressing your PhD</td>
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<td>Successful Interactions 4: Enhance your Leadership Skills</td>
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<tr>
<th><strong>Teaching</strong></th>
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<tbody>
<tr>
<td>Teaching 1: An Introduction to Teaching Methods in Higher Education</td>
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<td>Teaching 2: Assessment and Feedback in practice</td>
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<tr>
<td>Teaching 3: Developing Teaching through Reflective Writing (Webinar)</td>
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<tr>
<td>Teaching 4: Practical Application Guidance for Associate Fellowship of the HEA</td>
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<tr>
<td>Teaching 5: Laboratory Teaching – Practical</td>
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<tbody>
<tr>
<td>Entrepreneurship 1: Enterprising Skills and Entrepreneurial Attributes</td>
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<tr>
<td>Entrepreneurship 2: Enterprising Women: Identifying Skills &amp; Opportunities</td>
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<tr>
<td>Entrepreneurship 3: Idea Generation: Why Didn’t I think of That?</td>
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<td>Entrepreneurship 4: Social Enterprise? What are the benefits?</td>
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<tr>
<td>Entrepreneurship 5: Generating a Business Model and Plan</td>
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<td>Entrepreneurship 6: Building an Enterprising Team</td>
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<td>Entrepreneurship 7: In the Den: Pitching for Business</td>
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<tr>
<td>Entrepreneurship 7b: Strategically Marketing your Research</td>
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<tr>
<td>Entrepreneurship 8: Sourcing Funding</td>
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<td>Mini MBA – Introduction to Business: Organisational Behaviour</td>
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<td>Mini MBA – Introduction to Business: Accounting</td>
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<td>Mini MBA – Introduction to Business: Strategy</td>
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<td>Mini MBA – Introduction to Business: The Entrepreneurial Path</td>
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<td>Mini MBA – Introduction to Business: Contemporary Marketing</td>
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<td>Ask the Doctor: Your Chance to Chat With a Doctoral Graduate at Work</td>
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<td>Perfecting Presentations 1: Poster Top Tips</td>
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<td>Success in Academia 1: Building Your Research Profile &amp; Vision</td>
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<tr>
<td>Success in Academia 2: Understanding UK HE Landscape &amp; Policy</td>
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<tr>
<td>Success in Academia 3: Making an Impact</td>
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<td>Teaching 3: Developing Teaching through Reflective Writing</td>
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<tr>
<td>The Information Landscape: Research Data Management Plans</td>
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<td>Writing for Success 2: Writing Tips</td>
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<td>Flagship courses</td>
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<tr>
<td>Imperial Residential Programme</td>
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<tr>
<td>Global Fellows Programme or Global (Theme) Challenge (Global Health Challenge)</td>
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<td>Finish Up and Move On (FUMO)</td>
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<td>Careers: An introduction to Career Planning for 1st Year PhDs: Business,</td>
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<td>Engineering and Physical Sciences</td>
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<tr>
<td>Careers: An introduction to Career Planning for 1st Year PhDs: Life Sciences and</td>
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<tr>
<td>Medicine</td>
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<td>Careers: Planning your Career: Focus for the Future</td>
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<tr>
<td>Careers: Planning your Career: Effective CVs and Applications</td>
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<tr>
<td>Careers: Planning your Career: Job Search with a Difference</td>
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<td>Careers: Planning your Career: Engineers</td>
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<tr>
<td>Careers: Planning your Career: Life Science &amp; Medicine PhDs</td>
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<td>Careers: Planning your Career: Medically Qualified PhDs</td>
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<td>Careers: Planning your Career: Physical Scientists</td>
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<td>Careers: Preparing for Interviews</td>
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<tr>
<th>Research Skills - Social Sciences &amp; Medicine</th>
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<tr>
<td>Research Skills - Social Sciences &amp; Medicine: Research Design for Social Sciences and Medicine</td>
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<th>Computing</th>
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<tr>
<td>Computing: Introduction to C-programming</td>
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<td>Computing: LaTeX</td>
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<td>Computing: Linux / Unix</td>
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<th>Statistics</th>
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<tr>
<td>Statistics 1: Statistical Thinking</td>
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<td>Statistics 2: Regression Modelling</td>
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<td>Statistics 3: Statistics using SPSS</td>
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<tr>
<th>Information Management</th>
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<tbody>
<tr>
<td>The Information Landscape: Blogs, Twitter, Wikis &amp; Other web-based Tools</td>
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<tr>
<td>The Information Landscape: Endnote</td>
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<tr>
<td>The Information Landscape: Keeping your research up to date</td>
</tr>
<tr>
<td>The Information Landscape: Data Management</td>
</tr>
<tr>
<td>The Information Landscape: Information Retrieval</td>
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<tr>
<td>The Information Landscape: Introducing the Web of Science Database</td>
</tr>
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<thead>
<tr>
<th>Looking Beyond</th>
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<tbody>
<tr>
<td>Looking Beyond: Stepping up to Postdoc or Fellowship</td>
</tr>
</tbody>
</table>

*Courses highlighted are not yet on offer to students, but will be coming soon*
Appendix I: Regulations for Students

http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations#regstud

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

2. Any student whose sessional tuition fees have not been paid in full may not be allowed to proceed to the next year of the programme and may be required to withdraw from the College. If any fees are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award may not be conferred and no certificate in respect of the award will normally be issued until the debt has been paid in full.

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

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

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

6. Candidates for the research degrees are required by the College regulations to give conditional authority for their thesis or dissertation to be made available for public consultation. Candidates who wish to seek a delay to making the thesis available for public consultation may seek an embargo for a limited period of normally no longer than 24 months. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

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

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

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

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

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current College Policy on Ionising Radiation: http://www3.imperial.ac.uk/safety/policies/individualpolicies/pc14ionising

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

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

13. Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal data’ as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

14. All students must familiarise themselves and comply with the College’s Student Intellectual Property Policy.

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

16. Where a student has a pre-existing relationship, or develops a relationship during the programme of study, with a member of staff such that there is a potential conflict of interest, especially with regard to the student’s assessment, the student and member of staff must declare this in confidence to the Head of Department at the start of the programme of study or at the point at which the relationship has started if this is during the programme of study.
17. The College may on occasion record lectures and other learning and teaching activities. Student contributions to these activities may also be recorded.

Council, October 2014
Appendix J: NHLI Contact Details

Director of Postgraduate Studies
Professor Tony Magee
1st floor Office N°105
South Kensington Campus
Tel: +44 (0)20 759 43135
Fax: +44 (0)20 759 43100
Email: t.magee@imperial.ac.uk

Deputy Director of Postgraduate Studies
Professor Uta Griesenbach
Population Health & Gene Therapy
Emmanuel Kaye Building
Royal Brompton Campus
Tel: +44 (0) 20 7594 7927
Email: u.griesenbach@imperial.ac.uk

Postgraduate Tutor for South Kensington Campus
Dr Vania Braga
Molecular Medicine
1st floor Office N°108
Sir Alexander Fleming Building
South Kensington Campus
Tel: +44 (0) 20 7594 3172
Fax: +44 (0) 20 7594 3119
Email: v.braga@imperial.ac.uk

Postgraduate Tutor for St Mary's Campus
Dr Michael Edwards
Respiratory Infections
355, Norfolk Place
St Mary's Campus
Tel: +44 (0) 20 7594 3775
Email: michael.edwards@imperial.ac.uk

Postgraduate Tutor for Brompton Campus
Professor Uta Griesenbach
Population Health & Gene Therapy
Emmanuel Kaye Building
Royal Brompton Campus
Tel: +44 (0) 20 7594 7927
Email: u.griesenbach@imperial.ac.uk

Dr Omar Usmani
Airway Disease
Asthma Lab, South Block
Royal Brompton Campus
Tel: +44 (0) 020 7351 8051
Email: o.usmani@imperial.ac.uk
Postgraduate Research Degrees Office
Mr Tony Umelo
Postgraduate Research Administrator
Sir Alexander Fleming Building
South Kensington Campus
Tel: +44 (0) 7872 850 167
Email: t.umelo@imperial.ac.uk

Ms Eleanor Tucker
Education Manager
MTW Education Centre
Royal Brompton Campus
Tel: + 44 (0)207 59 42997
Email: eleanor.tucker@imperial.ac.uk
Appendix K: Student Support Facilities 2015/16

Graduate School
Graduate School
South Kensington Campus
http://www.imperial.ac.uk/graduateschool
http://www.imperial.ac.uk/graduateschool/contactus

Registry
Suite 3, Sherfield Building
South Kensington Campus
Tel. +44 (0)20 7594 5888
http://www.imperial.ac.uk/registry

Admissions
Registry: Medicine Team
Level 3, Sherfield Building
South Kensington Campus
Email: medicine.pg.admissions@imperial.ac.uk

Records
Registry: Medicine Team
Level 3 Sherfield Building
Imperial College London
South Kensington Campus
London SW7 2AZ
Email: records@imperial.ac.uk

College Tutors
Dr Simon Archer
Email: s.archer@imperial.ac.uk
Tel: +44 (0)20 7594 5368

Dr Mick Jones
Email: m.d.jones@imperial.ac.uk
Tel: +44 (0)20 8383 1643

Mr Colin Kerr
Email: c.j.kerr@imperial.ac.uk
Tel: +44 (0)20 7594 6044

Dr Lynda White
Email: l.white@imperial.ac.uk
Tel: +44 (0)20 7594 8527

http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/

Careers Advisory Service
Careers and further study related information, advice and guidance services.
Tel: +44 (0)20 7594 8024
Email: careers@imperial.ac.uk
www.imperial.ac.uk/careers
Chaplaincy
The ICU Handbook contains details of societies for specific faith groups.
www.chaplaincy.ic.ac.uk

Student Counselling Service
Counselling is available to any student registered with the College, about any personal issue. To arrange an appointment, phone or email.
Southside Building, Watts Way
Prince's Gardens
Tel: +44 (0)20 7594 9637 (internal extension 49637)
Email: counselling@imperial.ac.uk
http://www.imperial.ac.uk/counselling

Disability liaison officers for Faculty of Medicine are:
For UGs: Dr Mike Schachter (m.schachter@imperial.ac.uk)
For PGs: Dr Mike McGarvey (m.mcgarvey@imperial.ac.uk)

Hands-on Training in Electronic Resources
You will be taught on how to search for articles on the web, download and reference.
Kirsten Thomas
Royal Brompton Medical Library
Guy Scadding Building
Royal Brompton Campus
Email: k.thomas@imperial.ac.uk
Tel: +44 (0)207 351 8150.

Imperial College Health Centre
Doctors, nurses, psychotherapists, counsellors, psychiatrist, sports medicine specialist, physiotherapy, acupuncture, Alexander Technique, homeopathy, reflexology, aromatherapy.
Imperial College Health Centre
40 Princes Gardens
London SW7 1LY
Tel: +44 (0)20 7584 6301
Fax: +44 (0)20 7594 9390
Email: healthcentre@imperial.ac.uk
www.imperial.ac.uk/healthcentre

The Occupational Health Centre
4th Level, Sherfield Building
South Kensington Campus
Tel: +44 (0)20 7594 9401
Email: occhealth@imperial.ac.uk
http://www.imperial.ac.uk/occhealth

Information and Advice Centre
The Student Advisor, Nigel Cooke provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.
East Wing Basement, Beit Quad
South Kensington Campus
Tel: +44 (0)20 7594 8067
Email: advice@imperial.ac.uk
http://www.imperialcollegeunion.org/information-and-advice/
International Office
Immigration advice and student visa extension service.
International Liaison Office, Room 320
Level 3, Sherfield Building
South Kensington Campus
Tel: +44 (0)20 7594 8041
Email: international@imperial.ac.uk
http://www.imperial.ac.uk/international

New Students Website:
An online resource for all new students
http://www.imperial.ac.uk/students/newstudents

Current Students Website:
http://www.imperial.ac.uk/registry/currentstudents

London Nightline
A telephone helpline offering confidential listening, support and information to
students in London. It is open every night of term from 18.00 to 08.00. It is run by
students of affiliated higher education institutions in the London area.
Tel: +44 (0)20 7631 0101
Email: listening@london-nightline.org.uk
http://www.nightline.org.uk/

Representation Network
Represents the student body to College on academic, welfare, accommodation and
student development issues.
Alex Dahinten, Deputy President (Education and Welfare)
Tel: +44 (0)20 7594 8060
www.union.imperial.ac.uk

Collaborative Arrangements and Placements
General advice and information for external credit-based placements, especially
those abroad.
http://www.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/collaborative

Student Financial Support
http://www.imperial.ac.uk/registry/studentfinancialsupport
Student Financial Support
Level 3, Sherfield Building
South Kensington
Tel: +44 (0)20 7594 8130
Email: student.funding@imperial.ac.uk
**Appendix L: Meetings with your supervisor**

You may find it useful to keep a record of important meetings with your supervisor. Please note that use of this form is **not** an Institute/College requirement. Please photocopy more sheets as required.

<table>
<thead>
<tr>
<th>Student’s achievements since the last meeting</th>
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<tr>
<td>Student’s comments</td>
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<tr>
<td>Supervisor’s comments</td>
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<tr>
<td>Student – to do in the next weeks</td>
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<tr>
<td>Student – to do in the next months</td>
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<tr>
<td>Supervisor to do before the next meeting</td>
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<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Supervisor</td>
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<td>Student</td>
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Appendix M: Personal Progress Diary

Keeping a record of your personal progress will allow you to keep track of your achievements. This information is also required for your 6-monthly forms. This progress diary can be filled in electronically but please photocopy if necessary.

### Practical skills and techniques acquired

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<th>Training Courses Attended</th>
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### Internal (Institutional, ie NHLI) seminars attended

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<th>Speaker</th>
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### External seminars attended

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<tr>
<td>Presentations of your work at Group Section or Institute meetings.</td>
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<tr>
<td>Attendance at conferences.</td>
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<tr>
<td>Oral/poster presentations at meetings/conference</td>
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<tr>
<td>Publications – insert copies of papers published.</td>
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Appendix N: 6-Monthly Form

Imperial College London and NHLI regulations require six monthly progress reports from MD(Res) and PhD students. We appreciate that you are being asked to complete a lot of paperwork, so these reports should be brief.

The Postgraduate Degrees Office intends to invite progress reports for April and October of each year but it is your responsibility to ensure that your reports are submitted in a timely fashion.

Using the six-monthly progress report form, please give bullet points of your progress and your stated aims (as in your Research Proposal, Early Stage Review or Late Stage Review). Please also state whether you are satisfied with your progress, and/or state any areas of difficulty.

Both Section A and B can be submitted independently. If the supervisor and student cannot agree on Section A, the supervisor can submit the form without the signature of the student and the student and supervisor will be referred to the Director of Postgraduate Studies and/or the appropriate Postgraduate Tutors.

Students are responsible for submitting the second part of the 6-monthly form. If for any reason, a meeting to discuss the first section is not possible, the student must ensure that they submit their part regardless of the first section not being completed.

If this report will be your first or last of your degree registration (MD(Res) or PhD), then we recommend that you meet with your mentor (if you have chosen to have one) to discuss your progress. Please contact your mentor in advance to arrange a meeting as their availability may not be as free as that of your supervisor(s) with whom you would be having regular meetings.

Progress reports should be submitted to the Postgraduate Degrees Office by 30 April and 30 October every year until the student has submitted their thesis.

**Please do not leave any section blank as this will require office follow up.**

SECTION A: to be completed by the primary supervisor and discussed with the student

Student's Full Name:

NHLI Section:

Primary Supervisor Name:
Secondary Supervisor Name:
Third Supervisor Name:
Fourth Supervisor Name:
Assistant Supervisor Name:

Mentor Name:
Milestones:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date (or estimated date)</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Start Date</td>
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<tr>
<td>Research Proposal Confirmation</td>
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<tr>
<td>Early Stage Review*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Stage Review**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis Submission***</td>
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</tbody>
</table>

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**The Late Stage Review should take place from 18 to 21 months after initial registration.

***Students following full-time milestones are required to submit their thesis no later than 48 months of registration and students following part-time milestones no later than 72 months. If the student has exceeded this period, a late entry request must be submitted for submission approval.

Student evaluation:

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Very good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Progress</td>
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<tr>
<td>Commitment</td>
<td></td>
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<tr>
<td>Data analysis</td>
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<td></td>
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<td></td>
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<tr>
<td>Practical ability</td>
<td></td>
<td></td>
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<tr>
<td>Scientific awareness</td>
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<tr>
<td>Originality</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Time and project management</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Knowledge of project</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Presentation skills: oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation skills: written</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction between supervisor and student</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Any ‘Poor’ rating must be commented upon

Date of progress meeting:

Additional comments by the Supervisors:
Additional comments by the Student:

Any comments by the Mentor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor 2 (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor 3 (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor 4 (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Sup. (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentor (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If the supervisor and student cannot agree on Section A, the supervisor can submit the form without the signature of the student and the student and supervisor will be referred to the Director of Postgraduate Studies and/or the appropriate Postgraduate Tutors.
SECTION B: to be completed by the student

Student's Full Name:

NHILI Section:

Primary Supervisor Name:
Secondary Supervisor Name:
Third Supervisor Name:
Fourth Supervisor Name:
Assistant Supervisor Name:

Mentor Name:

1. **Registration status**: (please complete as appropriate)

<table>
<thead>
<tr>
<th>Current Registration:</th>
<th>Full Time Milestones</th>
<th>Part Time Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD(Res)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPhil only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interrupted Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If status has changed recently (e.g. from full-time to part-time or student has interrupted studies) please give details:

Proposed title of thesis:

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Date (or estimated date)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td></td>
<td></td>
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2. **Supervision:** you may tick more than one option for each category

Contact with your primary supervisor:

- [ ] Daily
- [ ] Quarterly
- [ ] At least once a week
- [ ] Rarely/never
- [ ] At least once a month

Meetings arranged with your primary supervisor:

- [ ] A regular arrangement
- [ ] At supervisor’s request
- [ ] At student’s request
- [ ] Casual occurrences

Contact with your second supervisor:

- [ ] Daily
- [ ] Quarterly
- [ ] At least once a week
- [ ] Rarely/never
- [ ] At least once a month

Meetings arranged with your second supervisor:

- [ ] A regular arrangement
- [ ] At supervisor’s request
- [ ] At student’s request
- [ ] Casual occurrences

Do you have a mentor?

- [ ] Yes
- [ ] No

Have you met your mentor?

- [ ] Yes
- [ ] No

If you have not met your mentor to date please give an explanation of why this has not taken place:

Are you satisfied with the level of assistance/supervision you receive?

- [ ] Yes
- [ ] No. If no, please give details:

3. Please describe your experimental achievements to date and indicate if there have been any delays/unexpected problems with your research.

4. Please give details of your future plans, in terms of your immediate (6 months) and long term goals.
5. Please detail all transferable skills workshops/courses that you have attended since starting your degree, including the Training/Induction Days, Research Council/Wellcome Training Days and courses run by the Graduate School. Please note that you are responsible for fulfilling your Graduate School requirement; ESR and LSRs for PhD and MD(Res) students will not be approved if this requirement isn’t fulfilled.

6. If you foresee any need for special training, for example in language or writing skills, please give details.

7. Have you presented a report or given a talk on your research?

☐ No.
☐ Yes. If yes, please give details:

8. Please give details of papers and abstracts pertaining to your project submitted or published in the last six months (including authors, journals, dates etc.).

9. Please list any awards/prizes which you have received in the last six months.

10. Have you agreed a schedule of work with your supervisor(s)?

☐ Yes
☐ No. If no, please give details:

11. Please list any seminars/lectures that you have attended in the last six months. This can include up to 5 sessions attended at symposia, Imperial seminars (both NHLI and other Schools/Institutes/Departments) and Imperial/NHLI scientific events. We expect students to attend an average of approximately 20 such seminars/lectures a year. However, these should not include group work in progress lab meetings.

**Please do not leave this section blank as we will have to follow up with you for the information.

<table>
<thead>
<tr>
<th>Signature (or type name):</th>
<th>Date:</th>
</tr>
</thead>
</table>

Student

After completion the student or supervisor should submit this form to: Tony Umelo, NHLI, Sir Alexander Fleming Building, South Kensington Campus, London, SW7 2AZ or preferably by email: t.umelo@imperial.ac.uk