

# Imperial College London

Faculty of Engineering  
Department of Bioengineering

Postgraduate Research

## Student Handbook

2023-24

## Table of Contents

<b>College Introduction</b> .....	1
Welcome to the College .....	1
Our Principles .....	2
Doctoral Proposition .....	3
Mutual Expectations for the Research Degree Student Supervisor Partnership .....	3
Cornerstone.....	3
Welcome from the Graduate School.....	4
The Graduate School.....	5
Imperial Mobile app .....	6
Welcome to Imperial app .....	6
Imperial Success Guide .....	6
Key Dates 2023-24.....	7
Location and Facilities .....	7
<b>1. Introduction to the Department</b> .....	11
Welcome from the Department.....	11
Key Postgraduate Research Student Contacts .....	13
<b>2. Departmental Procedures</b> .....	14
Professional Skills.....	14
English Language Requirement.....	14
Attendance and Absence.....	14
Health and Safety Information .....	14
Safety Induction.....	15
Procedure for new starters who require use of laboratories – October 2023 .....	15
Accidents and Near Misses .....	16
Emergency Procedures.....	17
<b>3. Doctoral Milestones and Progress Reports</b> .....	18
A Timeline of your PhD journey .....	18
Research Proposal Confirmation (RPC).....	19
Early-Stage Assessment (ESA).....	20
Doctoral Academic Communication Requirement (DACR) .....	22
Centre for Academic English .....	23
Graduate School professional skills development requirements .....	23
Late-Stage Review (LSR).....	24
Progress Review and Entering Writing Up.....	24
Writing Up and End of Initial Registration.....	25
Examination Entry .....	25
Blackboard .....	26
My Imperial - Postgraduate Research Milestones .....	27

<b>4. Academic Support</b>	Departmental Support and Faculty Senior Tutors.....	27
<b>5. Examination Procedures</b>	My Imperial - Postgraduate Research Milestones.....	27
	Vivas .....	27
	E-theses: Requesting an Embargo .....	28
	Plagiarism.....	28
	Collusion .....	29
	Dishonest practice.....	29
<b>College Policies and Procedures</b>	Regulations for Students .....	29
	Unsatisfactory Engagement .....	29
	Academic and Research Integrity .....	31
	Research Misconduct.....	31
	Academic Appeals Procedures .....	31
	Student Complaints.....	31
	Student Disciplinary Procedure .....	32
	Copyright.....	32
	Intellectual Property Rights Policy.....	32
	Use of IT Facilities .....	32
	Employment During Studies.....	33
	Study Leave .....	33
	Ethics .....	33
	Good Research Conduct.....	33
	Leave .....	34
	General Data Protection Regulation (GDPR) .....	34
<b>7. Animal Research</b>	.....	35
<b>8. Wellbeing and Support</b>	.....	36
	Pastoral Care.....	36
	Departmental Support and Faculty Senior Tutors.....	38
	Postgraduate Coaching and Research Degree Mediation .....	38
	Advice Services .....	39
	Health Services .....	41
	Disability Support.....	42
	Library and IT.....	44
	Religious Support.....	44
	Support for International Students .....	44
	In Your Hall of Residence.....	45
<b>9. Student Administration</b>	.....	46
<b>10. Work-life Balance</b>	.....	47
	Imperial College Union.....	47
	Imperial College Union Bioengineering Society .....	47
	Imperial College Union Advice Centre.....	47
	Student representatives .....	47

Move Imperial.....	47
11. Student feedback and representation.....	48
Feedback from Students.....	48
Student Representation .....	48
Staff-Student Committee.....	48
12. Student Surveys .....	48
13. Personal Development Opportunities for Research Degree Students .....	49
Graduate Teaching Assistants (GTA) .....	49
Imperial Outreach .....	49
Professional Skills Development Programme .....	50
And finally .....	50
Alumni Services .....	50

## College Introduction

### Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years.

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

We understand that this is a challenging time for our student community. We are committed to providing you with the very best academic resources to enrich your experience. Information on teaching, learning, supervision, and services and facilities to support the wider student experience can be found on the College's webpages, alongside local information provided by your Department and the Graduate School. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like writing your literature review or simply having someone to talk to.

You'll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.



## Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles', a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

### **Imperial will provide through its staff:**

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

### **Imperial will provide students with:**

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

### **Imperial students should:**

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

### **The Imperial College Students' Union will:**

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



[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)

## Doctoral Proposition

Imperial College London will:

### Provide a world-class research programme

- focused on performing cutting-edge research that makes a significant contribution to the knowledge base
- throughout which internationally-acclaimed academics support, inspire and challenge you as you develop into an independent researcher
- in a vibrant and diverse community united by the aims of advancing the frontiers of science, technology, medicine and business, and addressing key economic and societal challenges

### Provide innovative and effective professional development

- equipping you with skills to increase your research and personal effectiveness
- that gives you an insight into a wide range of career opportunities
- helping to ensure that you have the necessary attributes to excel in your chosen career

### Deliver outstanding networking opportunities

- providing access to the elite international research community
- that arise from our extensive engagement with industry and business
- by organising a wide range of interdisciplinary meetings and social events within the College

### Offer life-long membership of the Imperial community

- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

## Mutual Expectations for the Research Degree Student Supervisor Partnership

The Graduate School has produced a list of minimum expectations that students and supervisors can expect from each other. It is designed to facilitate conversations to establish effective partnerships and the College requires that the document is discussed at the first meeting between a main supervisor and a new student. It should be noted that this is not exhaustive and that the student and supervisor may wish to discuss and personalise each point to suit.

 [https://bb.imperial.ac.uk/bbcswebdav/xid-11805857\\_1](https://bb.imperial.ac.uk/bbcswebdav/xid-11805857_1)

## Cornerstone

In April 2022 the Cornerstone Programme was launched. This dedicated umbrella support and development programme helps Imperial's doctoral supervisors better support and guide their students throughout the PhD journey. Cornerstone was developed by experts from across College in partnership with doctoral students.

The programme includes a new online self-paced course for supervisors and a website hub where all information and resources to support doctoral supervision at Imperial are available. The new online course is mandatory for all new supervisors and is available for all supervisors to access at any time to keep up to date with College supervisory processes and to enhance their supervisory practice. In addition, every six years, all supervisors are required to attend a Focus on Best Practice in Supervision CPD workshop tailored to their Department. Cornerstone is a continually evolving provision and welcomes feedback from supervisors and students – please contact Dr Victoria Crossley, the Cornerstone Programme Lead.

 [v.crossley@imperial.ac.uk](mailto:v.crossley@imperial.ac.uk)

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

## Welcome from the Graduate School



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

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

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities. Our programme is offered to you through multi-mode delivery so that you can access it wherever you are in the world.

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

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

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



## The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been established to support all postgraduate students at the College through:

- Training and development courses and retreats
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College
- Coaching
- Research Degree Mediation

### Professional skills courses


You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:


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

All courses can be booked online.



### Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)

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

## Imperial Mobile app

Don't forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool.

 [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)

## Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

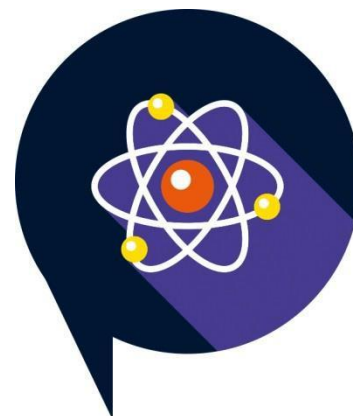
You can download the App from the Apple or Google App Stores.



## Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to a research degree. More than just a study guide, it is packed with advice created especially for Imperial Research students, including information from across the College on support, health and well-being and ideas to help you make the most of London.

 [www.imperial.ac.uk/students/success-guide/pgr/](http://www.imperial.ac.uk/students/success-guide/pgr/)



## Key Dates 2023-24

### Term dates

Autumn term:	30 September 2023 - 15 December 2023
Spring term:	6 January 2024 - 22 March 2023
Summer term:	27 April 2024 - 28 June 2024

### Closure dates

Christmas/New year:	22 December 2023 - 1 January 2024 (College reopens on 2 January 2024)
Easter Holiday:	27 March 2024 – 2 April 2024 (College reopens on 3 April 2024)
Early May Bank Holiday:	6 May 2024
Spring Bank Holiday:	27 May 2024
Summer Bank Holiday:	26 August 2024

### Key events


Great Exhibition Road Festival:	15 -16 June 2024
---------------------------------	------------------

For a full list of key dates, visit: <https://www.imperial.ac.uk/admin-services/registry/term-dates/>

## Location and Facilities

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

### Your main location(s) of study will be:

 Royal School of Mines  
South Kensington Campus SW7 2AZ

 Michael Uren Building  
White City Campus W12 0BZ

### Café and refreshments

If you are based on the South Kensington campus, the nearest café to the Department is located on Level 3 of the Royal School of Mines. The College Café, located off Dalby Court, is also nearby. If you are based on the White City campus, the nearest café is on Ground Floor of the Uren Building. Should you require a campus map of the cafés, you may view it here:

 <https://www.imperial.ac.uk/media/imperial-college/visit/public/WhiteCityCampus.pdf>

You can find out more about our catering facilities here:

 <https://www.imperial.ac.uk/food-and-drink/catering-outlets/>

### Desk Allocations

The Department aims to allocate desks to its current PhD students with at least 50% FTE of their registration based within Bioengineering. Due to space constraints, this may not always be possible. The standard desk provision is one desk, an under-desk set of drawers and another personal storage space (such as a locker). The full desk policy can be found at:

 [www.imperial.ac.uk/bioengineering/admin/info/policies/](http://www.imperial.ac.uk/bioengineering/admin/info/policies/)

If you are allocated a desk, you will need to collect your keys giving a £5 deposit for each key (typically two). You will get the deposit back upon returning the keys.

### **Computer Access and College Network**

Computer access is available in RSM G.08 and RSM 3.06 which can be used if you have permission to be on site.

Instructions for accessing the College's wireless networks can be found at:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/>.

### **Postgraduate Research Office**

The Department's postgraduate office is located at Bessemer 3.14 and open Monday–Friday, 09.00 – 11.00 and 12:30 -15:00. If the office is closed, please send an email to: [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

### **Rules for using the College network**

The content and level of network traffic is monitored continuously.

The College has strict rules regarding downloading illegal, inflammatory, pornographic or obscene material onto computers connected to the campus network. Infringement of these rules can have serious repercussions, including expulsion or legal proceedings being brought against the offender. Be sure to read the College's Information Systems Security Policies at

 <http://www.imperial.ac.uk/adminservices/ict/self-service/be-secure/information-systems-security-policies/>.

View the Conditions of Use of IT Facilities:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/>

### **Printing**

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit for the information on using this service.

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printingphotocopying-and-scanning/>

An additional colour (ICT) copier/printer is available in RSM 3.38. There are printers on Bessemer level 3 breakout and on Bessemer level 1 opposite to B107.

In the Uren Building there is printer on each floor at the south breakout area.

If you have problems with these machines or your ID card, please contact ICT. *Do not try to correct problems yourself.* All students will receive an initial print credit on their account. Please try to use Departmental printers for your printing where possible, as opposed to those in other areas of the College.

### **Library Services**

The Abdus Salam Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and

databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world.

Keep up to date with the latest developments on our website and social media


 @imperiallibrary

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

You can contact the Bioengineering librarian for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more

Bioengineering Librarian:


 Eleni Zazani

 +44 (0)20 7594 8880

 [e.zazani@imperial.ac.uk](mailto:e.zazani@imperial.ac.uk)

### **Information and Communications Technologies**

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from the Information and Communication Technologies (ICT) group Service Desk:

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk).

Any problems or queries relating to computing, including requests for new software, should be addressed to ICT ([service.desk@imperial.ac.uk](mailto:service.desk@imperial.ac.uk)) or our IT Support Officer Edit Toth, [e.toth@imperial.ac.uk](mailto:e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden from bringing in external programs.

Once you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets (including iPad). All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

### **Shuttle bus**

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. You can download the timetable and check the latest service updates at:

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

### **Maps**

Campus maps and travel directions are available at:

 [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

### **Accessibility**

Information about the accessibility of our South Kensington Campus is available online through the AccessAble access guides:

 [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london)

## Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the College shuttle bus.



SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit [www.imperial.ac.uk/estates-facilities/security/safezone/](http://www.imperial.ac.uk/estates-facilities/security/safezone/) for more details about SafeZone.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

# 1. Introduction to the Department

## Welcome from the Department

*...from the Head of Department*



Welcome to the Department of Bioengineering at Imperial College London! I'd like to congratulate you on gaining admission to the PhD program at Imperial, where we have world class research and state-of-the-art facilities to support your studies. In particular, bioengineering is an exciting field at the intersection of engineering, medicine, and the life sciences. We, in the Department of Bioengineering have a wide variety of research themes with programs that focus on making sure people are fit and healthy, designing therapeutic solutions and addressing wider environmental challenges that impact on our daily life. As society emerges from the shadow of a global

pandemic, bioengineering is well-positioned to not only address the problems that currently exist, but also ensure that we are prepared for the future. Leading researchers and alumni from our department have already played their part in combating the pandemic through influencing policy, practice, and technology for patient benefit and we are truly proud of their achievements. Through your own PhD studies, you will be exploring the cutting edge of future developments with the potential to have wide reaching and perpetual impact on the human race.

**Professor Rylie Green**  
**Head of Department**  
**October 2023**

*...from the Director of Postgraduate Studies*



A warm welcome to the Department of Bioengineering at Imperial College London. Congratulations on your achievements that have brought you to a leading department for bioengineering in the UK. As Director of Postgraduate Studies (Research), I work with the Student Office Team, the Postgraduate Tutor, the Deputy Directors of Postgraduate Studies, your supervisor, and your mentor to optimise your experience as a research student in the Department. Together, we strive to support you in achieving success in your studies, and to ensure that your welfare is taken care of.

Your studies will be challenging and will require you to take responsibility for your own learning and welfare, but there are plenty of people and resources to help you with this, so don't be afraid to utilise them.

The Department of Bioengineering is young, dynamic, and extremely interdisciplinary, and we host world-class, cutting edge research. I am confident that you will find it to be a lively and inspiring place. I urge you to take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds, and research interests, such as through our seminar series, networking events, celebrations, or through simply talking to colleagues in the corridor or coffee shop. I encourage you to make the most of all the Imperial has to offer, not just academically within your research groups and in the labs and lecture theatres, but also through the clubs, societies, and teams at the College.

As a postgraduate research student, you will be actively encouraged, empowered, and challenged to develop your own unique outlook, as you become an expert in your chosen field. Your research work will be challenging, and is likely the largest venture you have ever taken so far, but it will likely be incredibly interesting, fascinating, and impactful, and at the end, it will likely be a memorable experience for you. I hope you can take ownership of your project, and be active in taking initiatives to

work towards your goals, and I hope you will enjoy the journey from start to finish. All the best with your studies..!

**Dr Choon Hwai Yap**  
**Director of Postgraduate Studies (Research)**  
**October 2023**

***...from the PhD Student Representatives***

Dear PhD student,

Congratulations on starting your PhD studies within the Department of Bioengineering at Imperial College London!

We are your PhD student representatives, and our mission is to make sure that your time here is outstanding in both academic and personal ways.

Our role is to meet regularly with academic and administrative staff to discuss experiences and raise any potential issues that PhD students encounter in our Department. We also collaborate with the Student Union and Reps in other departments to enrich PhD life across the College.

Your thoughts and voice matter so please do not hesitate to speak to us about anything, whether that is a problem you are having, administrative concerns or suggestions about how to improve the department. We are always open to discuss!

In addition, we organise social events in our Department. The past year, we have organised several events, such as “Meet and Greet” PhD parties, several Coffee Mornings and a series of informal seminars called Science Fridays. Prior to the pandemic we also organised the Summer Barbecue and Christmas party which we are hoping to see return bigger and better this year! If you have any ideas or want to help, just let us know! Our goal is to gather all the PhD students from the Department, get to know each other and have a lot of fun!

We wish you a great time at Imperial and we look forward to meeting you soon! Enjoy every moment and welcome to our Department!!

Your PhD Student Representatives

Anna, Leah, Alba and Maria

PS. Do not forget to follow our X (formerly Twitter) account @ICLBioengPhD for updates!



Anna Rhodes



Leah Xu



Alba Martinez Basalo



Maria Nikolaidi

**Department of Bioengineering PhD Student Representatives 2023-24**



## Key Postgraduate Research Student Contacts



**Dr Choon Hwai Yap**

[c.yap@imperial.ac.uk](mailto:c.yap@imperial.ac.uk)

Director of Postgraduate Studies



**Professor Tom Ellis**

[t.ellis@imperial.ac.uk](mailto:t.ellis@imperial.ac.uk)

Deputy Director for Postgraduate Research



**Dr Amanda Foust**

[a.foust@imperial.ac.uk](mailto:a.foust@imperial.ac.uk)

Deputy Director for Postgraduate Research (MRes)



**Dr Sylvain Ladame**

[s.ladame@imperial.ac.uk](mailto:s.ladame@imperial.ac.uk)

Senior Tutor for Postgraduate Research



**Raleigh Mangsat**

[bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

Postgraduate Research Student Programmes Manager



**Deni Kalem**

[bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

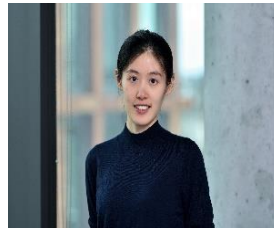
Postgraduate Research Administrator



**Anna Rhodes**

[anna.rhodes18@imperial.ac.uk](mailto:anna.rhodes18@imperial.ac.uk)

PhD Student Representative



**Leah Xu**

[l.xu20@imperial.ac.uk](mailto:l.xu20@imperial.ac.uk)

PhD Student Representative



**Alba Martinez Basalo**

[alba.martinez-basalo19@imperial.ac.uk](mailto:alba.martinez-basalo19@imperial.ac.uk)

PhD Student Representative



**Maria Nikolaidi**

[m.nikolaidi21@imperial.ac.uk](mailto:m.nikolaidi21@imperial.ac.uk)

PhD Student Representative



**Dr Nicolas Newell**

[t.ellis@imperial.ac.uk](mailto:t.ellis@imperial.ac.uk)

GTA Coordinator for Postgraduate Research



**Ms Edit Toth**

[e.toth@imperial.ac.uk](mailto:e.toth@imperial.ac.uk)

Student Data Officer and Systems Developer



**Ana-Maria Safta**

[a.safta@imperial.ac.uk](mailto:a.safta@imperial.ac.uk)

Finance Assistant



**Mr Robert Ferguson**

[robert.ferguson@imperial.ac.uk](mailto:robert.ferguson@imperial.ac.uk)

Industrial Liaison Manager



**Dr Sandra Roscoe**

[s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

Student Wellbeing Advisor (part-time)



**Geethma Aponu**

[g.aponu@imperial.ac.uk](mailto:g.aponu@imperial.ac.uk)

Student Wellbeing Advisor

For further information,

- Full list of [Academic Staff and Research Fellows](#) and [Professional Services Staff](#).
- [Roles and Responsibilities Guidance](#)


## 2. Departmental Procedures

### Professional Skills

All doctoral students are expected to complete 4 Graduate School Professional Development credits as part of their doctoral degree registration. In addition to this, all doctoral students must complete mandatory plagiarism awareness training by their Early Stage Assessment (ESA).

The Graduate School's Professional Development attendance requirement exists in order to ensure that all students receive a broad range of skills development training while at Imperial and have the opportunity to engage with students from outside their programme and in different departments.

See the Graduate School's website for details:

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

### English Language Requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:

 [www.imperial.ac.uk/study/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

### Attendance and Absence

You must inform your Supervisor if you are absent from College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. You should also contact your supervisor for support and guidance if your research is being impacted by personal circumstances. This may include making a submission deadline extension request.

Postgraduate Research students undertaking taught elements of a doctoral programme of study should also refer to the College's Mitigating Circumstances Policy and Procedure:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office.

### Health and Safety Information

Keeping you safe is a top priority for us. Though Covid restrictions are not enforced at present, we would like to remind you to stay at home if you are ill so as not inadvertently spread it, to cover your coughs and sneezes, and to respect others' personal space.

The Safety websites to note:

 College Covid: <https://www.imperial.ac.uk/about/covid-19/>  
Departmental: <https://www.imperial.ac.uk/bioengineering/admin/info/safety/>  
College: <https://www.imperial.ac.uk/safety/>

The College's Health and Safety Statement can be found at:

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

## Departmental Safety Manager

-  Ken Keating
-  B211, 2<sup>nd</sup> Floor, Bessemer Building, South Ken. Campus
-  +44 (0)20 7590 250 478
-  [k.keating@imperial.ac.uk](mailto:k.keating@imperial.ac.uk)

Departmental Technical and Professional support staff:

<https://www.imperial.ac.uk/bioengineering/people/professional-services-technical-and-operations-staff/>

## Safety Induction

### **Laboratories and workshops**

You are required to undertake a safety induction as soon as possible upon joining the Department. Your initial Day One Safety Induction will be a combination of online and in person. That will walk you through the basic safety considerations of on-campus work.

#### Day One Safety Induction

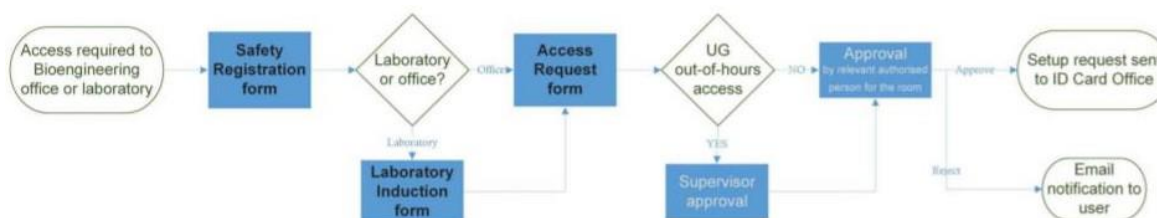
After completing this online form, you will receive an email to confirm its completion that can then be used to obtain your college ID card.

Once a date has been agreed with your supervisor for you to begin on-campus work, a member of your research group will go over the main points of the Day One Safety Induction again with you in the building, so that you are familiar with the building-specific points.

## Procedure for new starters who require use of laboratories – October 2023

1. Complete the [online Day 1 Safety Induction](#) to enable the new ID card to become active. (This includes short induction video on [Health and Safety for new postgraduates](#))
2. Discuss expectations and needs for lab and any essential office use with supervisor, focusing on any specific health and safety matters including any [pre-existing medical condition to note](#), significant allergies and any requirements for a [Personal Emergency Evacuation Plan](#). Then complete the Department's [Safety Registration form](#).
3. All new PhD students must complete the following safety related courses within one month of starting:
  - Complete an online [computer health assessment](#) for your workstation
  - [Month One Safety Training \(MOST\)](#)
  - [Risk Assessment Foundation Training \(RAFT\)](#) - The Risk Assessment Foundation Training Course (RAFT) is strongly recommended for anyone with line management, area, equipment or process management responsibilities as they will be required to undertake a risk assessment.
  - [Fire Safety and Awareness Training e-learning course](#)
4. All new starters should:

- a) Be familiar with college and departmental safety policies, including sickness absence procedures
  - b) Arrange a date and time to meet the group member who will oversee the in-person lab induction. This will guide you in the specific hazards of your work environment.
5. On date of induction, new starter to meet the group member as agreed and for the day 1 on site induction.
  - a) PhD and MRes students can collect their ID cards from the Student Office
  - b) Staff (inc. postdocs) need to get ID cards from the Sheffield Building ID card office
6. Group member to give a general building tour and introduction to the new starter (use [Day 1 Safety form information as guide](#))
7. Some may choose to wear face coverings when indoors. Masks, face shields and hand sanitiser is available around the building should you require
8. Group member to give in person Lab Induction(s) to the new starter, describing the local rules of lab work and of COVID-19 related considerations. Noting that any work within hazardous areas (labs/workshops etc.) must not be undertaken until all risk assessments and standard operating procedures, including risk mitigation, emergency and waste procedures, are read and acknowledged by the new starter.
9. **Card access requests** for high hazardous restricted areas, including labs and workshops, are to be done online as usual after the room-specific inductions are done. The new starter must be aware of the need of further training for specific work and equipment. The link for these is given below: <https://www.imperial.ac.uk/bioengineering/admin/info/swipe/>
10. Working out of standard hours (as listed on the website) will require an out-of-hours and or lone working request to be approved prior to work commencing.



The Department is available to PGR students from Monday through Friday between 08:00 and 18:30.

## Accidents and Near Misses

All accidents, dangerous occurrences or near misses must be reported via a [SALUS report](#). The Department fosters a strict no-blame culture and feels that reporting all occurrences will ensure the safety of every researcher, staff member and student.

To report concerns or to ask for advice you should contact your supervisor, one of the technical team or the Departmental Safety Manager (Ken Keating, [k.keating@imperial.ac.uk](mailto:k.keating@imperial.ac.uk)) in the first instance. You may also contact the Safety Department directly.

Full information on reporting accidents and incidents can be found at

<https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>

## Emergency Procedures

**In an emergency, dial 4444 (internal) or 020 7589 1000 (external).** This line is supported 24 hours a day. State your exact location, name and extension number. Security Control will immediately mobilise the required emergency services.

NB: Do not ring 999 while on campus—instead call Security, who will coordinate this to ensure that emergency services gain site access.

### The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College's activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

 [www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety)

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

### Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports 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.

 [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

### 3. Doctoral Milestones and Progress Reports

#### A Timeline of your PhD journey

Deadline	Activity	Description	Possible Outcome
<b>31 October 2023</b> <i>(Within first month)</i>	Doctoral Academic Communication Requirement (DACR) Assessment 1 (if required)	Provide Student Office with evidence of having completed the <a href="#">DACR A1 online assessment</a>  (if required – exemptions apply)	<ul style="list-style-type: none"> <li>Levels 3-4: no further DACR assessments required</li> <li>Levels 1-2: take DACR Assessment 2 before ESA and additional College courses</li> </ul>
<b>12 noon 24 November 2023</b> <i>(within 8 weeks)</i>	Submission of Research Proposal Confirmation (RPC)	Assess project potential, ensure student-supervisor communication	<ul style="list-style-type: none"> <li>Progress</li> <li>Re-submit</li> </ul>
<b>by 6 June 2024 at the latest</b> <i>(before ESA)</i>	Compulsory Graduate School Requirements (Part 1)  DACR Assessment 2 (if required)	Provide Student Office with evidence of completing: <ul style="list-style-type: none"> <li><a href="#">Plagiarism awareness course</a></li> <li>min 2 professional skills courses</li> <li>academic communication requirement (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer to MPhil if registration not completed</li> </ul>
<b>12 noon, 6 June 2024</b>	Submission of Early Stage Assessment (ESA) Report	The Early Stage Assessment is a key milestone that assesses through a report and a presentation:	<ul style="list-style-type: none"> <li>Progress</li> <li>Re-submit by 11 months</li> <li>Transferral to MPhil</li> <li>Withdraw</li> </ul>
<b>13 June 2024</b>	ESA Presentation at Early Stage Assessment (ESA) Day	<ul style="list-style-type: none"> <li>Your understanding of your research field</li> <li>Critical awareness of literature</li> <li>Understanding of project direction</li> <li>Detailed research plan</li> <li>Potential to pursue research</li> </ul> <p><i>NB: at this stage data may be minimal and more indicative of ability to conduct research</i></p>	
<b>by 19 March 2025 at the latest</b> <i>(before LSR)</i>	Graduate School Requirements (part 2)	Provide Student Office with evidence of completing of professional skills course	<ul style="list-style-type: none"> <li>If not completed, transferral to MPhil</li> </ul>
<b>19 March 2025</b>	Late Stage Review (LSR)	The LSR milestone assesses: <ul style="list-style-type: none"> <li>Your capacity to pursue research</li> <li>Understanding of the problem</li> <li>Reasonable plan for completing within the registration period</li> <li>Scope for future work</li> </ul> <p><i>MD(Res): Exam Entry at 18 – 24 months can allow exemption from LSR. Graduate School Course requirement must be complete.</i></p>	<ul style="list-style-type: none"> <li>Progress</li> <li>Re-submit within 3 months</li> <li>Transferral to MPhil (must be complete within 3 months of LSR)</li> <li>Withdraw</li> </ul>
<b>By October 2026</b>	36 Month review and Writing up Stage (WUS)	Following 36 months of full-time study or 72 months of part-time study, all research students must complete a	<ul style="list-style-type: none"> <li>Continue with Research</li> </ul>

		<p>formal progress report. This is required regardless of whether a student is in Writing Up Status. The aim of this review is to help students successfully complete their PhD on time.</p> <p>Students must submit the progress report form and a one page report documenting work remaining and the timeline for completion of the research and thesis. Reports and forms should be submitted via the link on Blackboard, where more complete guidance on the milestone can be found.</p> <p>Following the equivalent of 24 months of full-time study, students are permitted to enter 'Writing Up Status'. In order to be eligible, a student must be able to demonstrate that they will be in a position to submit their thesis within 12 months. An application form, which may also be found with the electronic milestones documents, must be completed.</p> <p>Please note that writing up or extending registration status does not affect your thesis submission deadline, which will always be 4 years from your initial registration, plus any approved extensions and Interruption of Studies taken.</p> <p>Should you require additional advice then it is advised to contact the Postgraduate Research Student support team at <a href="mailto:bg-pgr@imperial.ac.uk">bg-pgr@imperial.ac.uk</a> or speak with the Director of Postgraduate Studies.</p>	<ul style="list-style-type: none"> <li>• Complete – ready to write up</li> <li>• Entering complete research status (CRS)</li> <li>• Still need access to resources.</li> </ul>
--	--	---	--

## Research Proposal Confirmation (RPC)

The Department requires all new research students to submit a plan of their proposed research 8 weeks after starting. The research plan is the basis against which your future progress will be measured. It should be completed in conjunction with your supervisor and should include a methodological approach, potential difficulties and back-up strategies as well as a timeline.

To submit your research plan, please upload your report within the Research Plan Confirmation submission folder in Blackboard. You will also need to complete Section A of an online PhD form with each of your milestones via the PhD forms system (log in via Student View).

 [Teaching systems \(ic.ac.uk\)](https://www.imperial.ac.uk/teaching-systems/)

(Please note this link is only accesible with VPN from off campus. For more information:  
<https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/>)

Further details on this milestone can be found using the link below and in the corresponding Blackboard folder.

 <https://www.imperial.ac.uk/bioengineering/admin/research/doctoral/initial-research-plan/>

## Early-Stage Assessment (ESA)

All students must pass an assessment of their research potential no later than 12 months (full-time) after their start date in order to determine whether registration for the PhD can continue. This is done through the Early Stage Assessment (ESA), which is typically held 9 months after their start date. The ESA confirms that you understand your field of research and the direction of your project, and that you have the potential to pursue independent research. Data presented at this stage may be minimal but should be indicative of your ability to perform. Where appropriate, the assessment will also consider whether you need support for academic communication, i.e. writing and/or presenting.

### **For the ESA, you must submit a written report and give a seminar-style presentation.**

Students are notified of the deadlines associated with their ESA at the start of their programme. As such, extension requests and seminar date changes are highly unlikely to be accommodated.

Your report should be **no more than 9000 words in length** excluding captions, appendices, references/bibliography, and the title page. Please ensure you keep to this limit as **reports over the word limit will not be accepted; you will be asked to revise the report to meet the requirement.** You should include the word count on the front of your report.

Use spellchecking, and make sure that you are consistently using one version of English spellchecker i.e. do not swap between US and British spelling conventions. All symbols must be defined and equations should be dimensionally correct. All symbols must be defined, figure axes must be correctly labelled, and equations should be dimensionally correct.

**Get feedback on your writing style from a colleague or friend.** Any scientists (and many non-scientists) can give constructive feedback on writing, so impose on friends, family and officemates to look at your report with a critical eye. Ensure that you allow sufficient time to send a draft of the report to your supervisor(s), so that you can get critical feedback from them as well.

**The structure of the report** is as follows, unless your supervisor specifically asks to use another:

- Cover page (available in the Blackboard folder)
- Abstract
- Background/literature review
- Research strategies/methods
- Progress to date
- Plan to completion (including a Gant chart)
- References

Reports must be submitted in PDF format via Blackboard:

 [https://bb.imperial.ac.uk/webapps/blackboard/execute/courseMain?course\\_id= 24764\\_1](https://bb.imperial.ac.uk/webapps/blackboard/execute/courseMain?course_id= 24764_1)

The file name should adhere to the naming convention of SURNAME INITIALS CID - ESARreport, e.g. SMITH J 01234567-ESARreport.

### **ESA form completion**

Before your scheduled seminar, you must complete Section A of the ESA form via the PhD forms system (log in via Student View):

 [Teaching systems \(ic.ac.uk\)](https://www.imperial.ac.uk/teaching-systems/)

(Please note this link is only accessible with VPN from off campus. For more information: <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/>)

Click Student View and then the ESA tab to complete your section of the form. You will be able to view feedback from your assessors and supervisor as soon as they upload it to their respective sections, which they must complete by two weeks after the seminar.



## Assessment

Your report will be read by your primary supervisor and by two independent academic staff (assessors). The assessors have been selected by the Director of Postgraduate Studies, with input from your supervisor and considering the involvement of other departments in the project.

Seminars will be 20 minutes duration plus 15 minutes questions. Your supervisor(s) and assessors will be present at the seminar and question session, along with other members of the Department's academic staff, potentially including members of the Postgraduate Committee, to ensure consistency. Assessors and the Postgraduate Committee meet directly after the seminars to discuss the reports and presentations and decide upon results. Final decisions will be made by the two assessors, sometimes in agreement with academic staff present during the ESA presentation and question session.

## Outcomes

There are four possible outcomes of the ESA:

- 1) Pass (continuation of PhD registration),
- 2) Resubmission/re-assessment within 2 months,
- 3) Transfer of registration to MPhil status,
- 4) Failure (withdrawal from College).

An interview or viva voce examination will be required *only* if the two assessors are dissatisfied by the report, talk, or handling of questions at the talk, or if the supervisor requests this. Interviews will be conducted by the two assessors.

If a student is asked to resubmit, this must be done within 2 months. Only one resubmission will be allowed. Resubmitting students will be provided with a clear written statement on which areas of the report were below standard and why.

In the event of failure, the student may be required to withdraw from College or transferred to MPhil status, in which case they will be given guidance on how to write up for MPhil within the 24 month deadline. Failure decisions require consultation with the supervisor and Director of Postgraduate Studies.

Results will normally be communicated to the student within a week of the seminar. Once students have been informed of their result, they should arrange to meet with their assessors to obtain more detailed feedback on their report, presentation, and their proposed work.

## Doctoral Academic Communication Requirement (DACR)

Imperial College London is dedicated to the wellbeing of its doctoral students, which includes supporting the development of their ability to communicate their research effectively and to manage the writing up process independently.

The purpose of the Imperial College London Doctoral Academic Communication Requirement is to quickly identify, and subsequently support, students whose academic writing competence needs to be further developed so that they can successfully complete their degree on time.

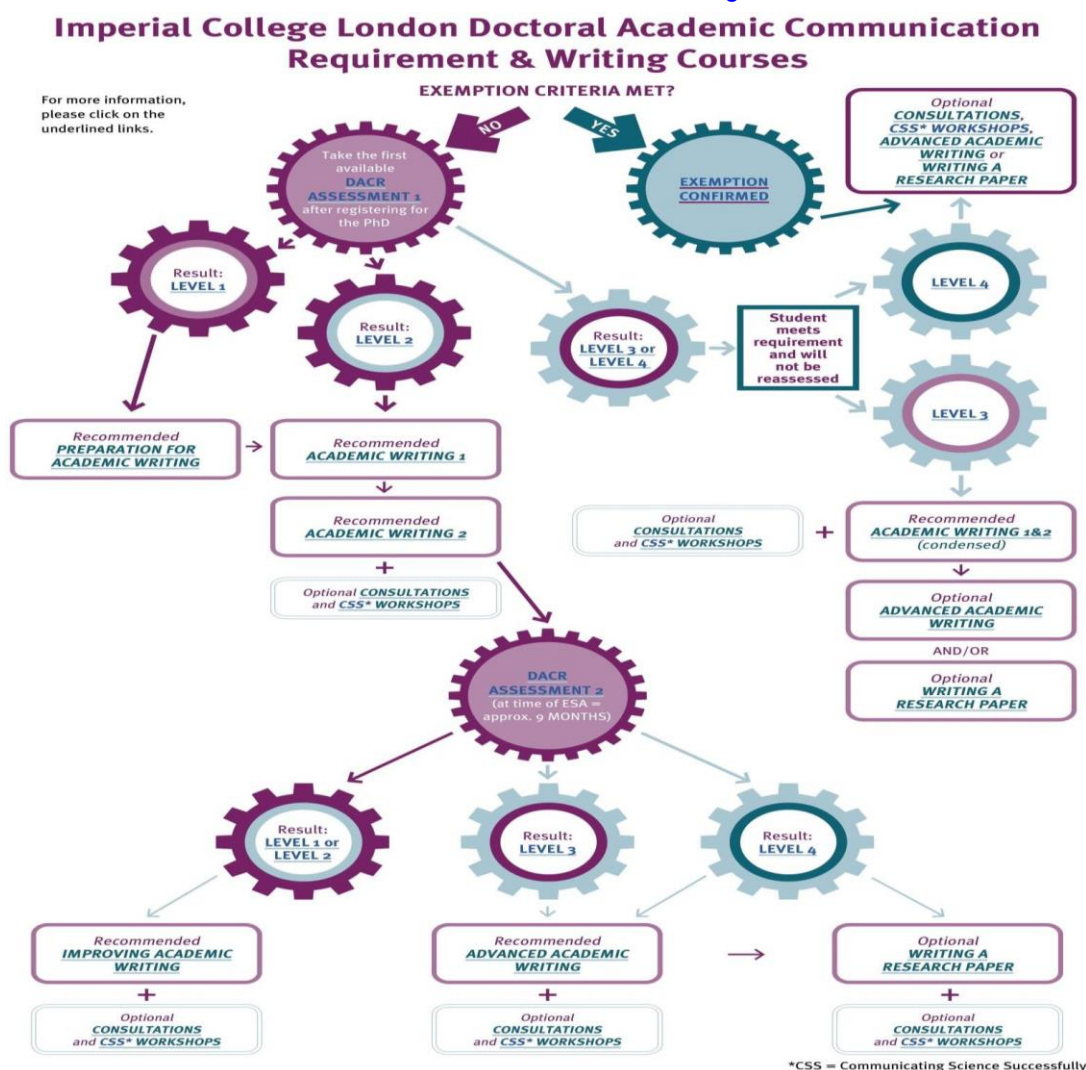
To find out more, please consult [the Doctoral Academic Communication Requirement webpage](#).

All postgraduate research students must demonstrate an appropriate level of academic English writing before the PhD is awarded. This is done by their fulfilment of the Imperial College London Doctoral Academic Communication Requirement (DACR).

Visit the Centre for Academic English website for full details of the requirement (including exemptions), assessments and the range of courses on offer:

[Imperial College London Doctoral Academic Communication Requirement | Administration and support services | Imperial College London](#)

Please note students who are required to take the DACR Assessment 1 should have done this as soon as possible after beginning their PhD studies. Students who are required to take the DACR Assessment 2 should do this prior to the ESA seminar, if possible. More information about these assessments can be obtained from the [Centre for Academic English](#).



## Centre for Academic English

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator on your degree programme as well as in the workplace. From the very beginning of your degree and all the way through, we're here to help you realise your potential.

To achieve this, we've designed a flexible academic STEM communication programme enabling you to create your own personalised learning pathway. As you build your pathway, you'll have the freedom to select the language resources you need whenever you need them. These resources are the result of close collaborations with departments and so will meet your communication needs for Imperial written and spoken course assignments and assessments.

To find out more about what is available for you, visit the [Centre for Academic English website](#).

## Graduate School professional skills development requirements

Students must complete two credits of the Graduate School's professional skills development courses before their ESA and a further two credits before their LSR. Find out more about the requirement from the Graduate School's website. Students must also complete the online [Plagiarism Awareness course](#) before the ESA. Please send completion confirmation to the Bioengineering PGR Team at least one week before your ESA.

Professional Development activity	To be completed by
<a href="#">Mandatory online Plagiarism Awareness course</a>	Ideally during Welcome Week and by ESA report submission at the very latest
<b>Minimum 2 credits worth of courses</b> from Graduate School Professional Development Programme	by ESA milestone
<b>Total of at least 4 credits worth of courses</b> completed Graduate School Professional Development Programme	by LSR milestone

Please note: these are compulsory elements of your doctoral research degree programme. Failure to complete the required activities by the milestones specified may result in transferring your status from PhD to MPhil. See the full range of free professional skills courses on offer at the Graduate School website:

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

### Useful links:

Departmental ESA information:

<https://www.imperial.ac.uk/bioengineering/admin/research/doctoral/early-stage-assessment/>

Registry ESA information: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/milestones-for-pgr/Early-Stage-Assessment-Guidance-Notes.pdf>

Research Degrees: <https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/>

Centre for Academic English: <https://www.imperial.ac.uk/academic-english>

Graduate School information on Professional Skills courses:

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

## Late-Stage Review (LSR)

The Department requires a second review of doctoral research ability that must be completed within 24 months for full time students. This includes any potential re-submissions, and as such, this assessment is thus typically done at 18 months from the start date, to allow time for re-submission if required. MD(Res) students who submit an exam entry within 24 months may be exempt from this requirement. Part time milestones are double that of full-time students.

At the Late-Stage Review (LSR), you must present a poster detailing your achievements and your plan for completion. The purpose of the LSR is to confirm that you have:

- A realistic research plan and schedule for completion within the registration period
- An in-depth understanding of the research topic
- The ability to communicate their research
- The capacity to make contributions to their research field
- A critical awareness of the relevant literature on the subject

You will be assessed by two academic staff members not involved in your supervision. **Abstract deadline one week prior to your LSR date @ 12noon**

A short abstract (approximately 200 words) is required. This is to provide a short summary of the context of your project and your progress for your assessors.

Please submit this via Turnitin using the Late Stage Review submission link on Blackboard no later than **one week prior to your LSR date @12noon** for the PGR Team to distribute to your assessors. LSR poster days are held on the last Wednesdays of March and September each year.

As is the case for your ESA, you will need to complete Section A of the online PhD form via the PhD forms system.

Log in to the Milestone system:



[Teaching systems \(ic.ac.uk\)](https://www.imperial.ac.uk/teaching-systems/)

(Please note this link is only accessible with VPN from off campus. For more information: <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/>)

**Full details on the LSR can be found on Blackboard** and at



<https://www.imperial.ac.uk/bioengineering/admin/research/doctoral/late-stage-review/>

Registry LSR information:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/milestones-for-pgr/Late-Stage-Review-Guidance-Notes.pdf>

## Progress Review and Entering Writing Up

Following 36 months of full-time study, all research students must complete a formal progress report. This is required regardless of whether a student is in Writing Up Status. The aim of this review is to help students successfully complete their PhD on time.

Students must submit the progress report form and a one-page report documenting work remaining and the timeline for completion of the research and thesis. Reports and forms should be submitted via the link on [Blackboard](#), where more complete guidance on the milestone can be found.

Following the equivalent of 24 months of full-time study, students are permitted to enter 'Writing Up Status'. In order to be eligible, a student must be able to demonstrate that they will be in a position to submit their thesis within 12 months. An application form, which may also be found with the [electronic](#) (requires VPN if accessed from off campus) must be completed.

**Please note that writing up or extending registration status does not affect your thesis submission deadline, which will always be 4 years from your initial registration, plus any approved extensions and Interruption of Studies taken.**

Should you require additional advice then it is advised to contact the Postgraduate Research Student support team at [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk) or speak with the Director of Postgraduate Studies.

## Writing Up and End of Initial Registration

Once you have finished all your experimental work and/or data collection, and you have completed your minimum registration period, you can enter a different student status which is often called “Writing up Status”.

You must confirm your plans for your fourth year by emailing the PGR team.

 [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

There are four options for you when you complete your minimum registration.

1. If you have not completed all your experimental/data collection work, then you must remain a registered student. Fees will be charged on a pro-rata basis for the period you wish to extend your status by. If you are sponsored by a 3rd party, we will need to see evidence that the funder is willing to pay for the extra fees.
2. You can enter “Continuing Research Student” status. This will allow you to maintain access to your email, VPN connection, building access and library access. You will remain a registered student and therefore be eligible for things like student Oyster card and Council Tax Exemption. Whether you will be able to maintain your current workspace will have to be negotiated with the department.
3. You can enter “Writing Up Away from College (WUAC)” status. You will only maintain access to your email and VPN connection.
4. If you do not advise us of what you intend to do at the end of your minimum registration period, your student registration lapse completely. You may lose access to ICT, facilities and/or VPN and online library access. It can be a very time consuming, length process to get your student record back in order once your registration has lapsed. Therefore, it is strongly recommended to avoid this option at all costs.

Please note, no experimental work or data collection can be completed once you enter Writing Up status. Your supervisor must agree to you entering either status by completing the writing up form. Please note, once you enter writing up status you will no longer be charged tuition fees. For further information please see the Registry pages on writing up.

Complete the [Writing Up form](#) (requires VPN if accessed from off campus) with your supervisor and email it to [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk).

## Examination Entry

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

To enter for examination, candidates should refer to the Examination Entry milestone visible in the **Postgraduate Research Milestones** tile in [My Imperial](#), where you will be asked to provide details relating to your research topic, thesis title and expected date of submission.

Your main supervisor will be asked to nominate examiners for your thesis, in accordance with the College's [Procedure for Appointment of Examiners for Research Degrees](#).


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


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

Step-by-step guidance for using My Imperial Postgraduate Research Milestones is available from the [PGR Milestones Manual - Students](#).

There is a Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/)

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf)

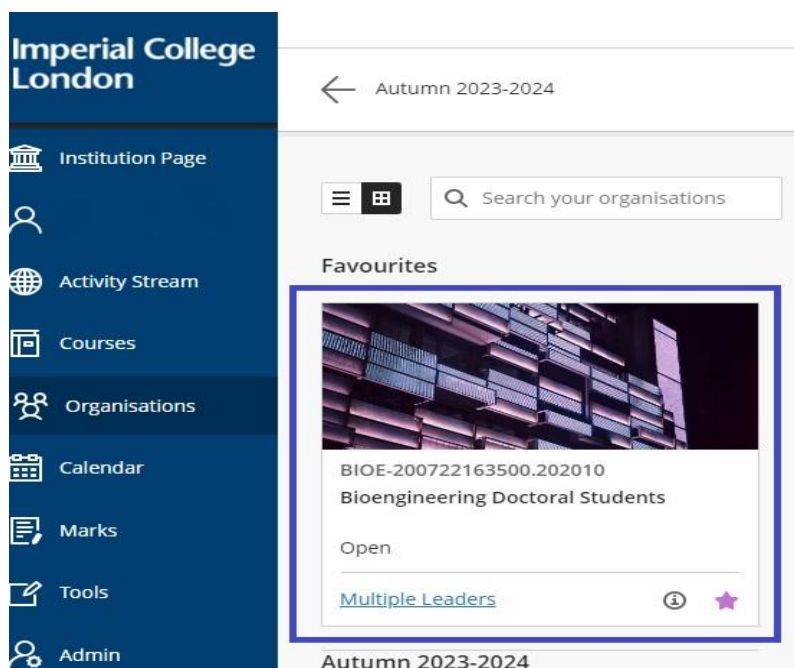
## Blackboard

PhD milestones must be submitted through Blackboard to allow for plagiarism detection:

 [Access Turnitin | Administration and support services | Imperial College London](#)

Login at [bb.imperial.ac.uk/](http://bb.imperial.ac.uk/).

The PhD programme materials can be found under 'Organisations'.



If you have any problems accessing Blackboard, try troubleshooting:

- Check if your computer allows Java pop ups
- Try using another browser such as Firefox or Chrome if you had been using Internet Explorer

Report any technical problems to ICT so that they can keep a record and help you swiftly. You can contact ICT from at 49000 (internal) or 0207 59 49000 (external). Alternatively, you can raise an issue via the ASK ICT service: [imperial.service-now.com/ict/](https://imperial.service-now.com/ict/).

*NB: If the formatting of your submission changes after you upload it to Blackboard, you must email a PDF with the intended format to [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk) before the assignment deadline.*

## My Imperial - Postgraduate Research Milestones

You will be able to upload and submit your Exam Entry Form, Thesis Declaration Form and Thesis online, as well as view up-to-date information about your Early Stage Assessment, Late Stage Review and Viva Examination milestone status.

You will receive email notification when online access to Postgraduate Research Milestones is available to you. Access is via My Imperial using your College single sign-on.

 <https://my.imperial.ac.uk/>

## 4. Academic Support

### Departmental Support and Faculty Senior Tutors

Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

#### Senior Tutor (PGR)

The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time – what you discuss will be completely confidential.

If necessary, they will direct you to an appropriate source of support.

## 5. Examination Procedures

### My Imperial - Postgraduate Research Milestones

You will be able to upload and submit your exam entry form, thesis declaration form and thesis online, as well as view up-to-date information about your Early-Stage Assessment, Late Stage Review and Viva Examination milestone status.

You will receive email notification when online access to Postgraduate Research Milestones is available to you. Access is via My Imperial using your College single sign-on.

 [www.my.imperial.ac.uk/](http://www.my.imperial.ac.uk/)

There is a Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf)

### Vivas

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 will be informed of the outcome.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva:

 [www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/](http://www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/)

Research degree vivas should take place on-site, in person. Exceptionally, where travel restrictions make it difficult for external examiners or students to attend, mixed mode or remote vivas can be scheduled, subject to the approval of the Director of Postgraduate Studies. Where remote or mixed mode vivas are necessary, there is dedicated guidance for students on preparing for the remote assessments:

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

## E-theses: Requesting an Embargo

In some cases, it may be necessary to delay the release of a thesis to the public by applying for an embargo.

If you decide that your thesis should have an embargo, discuss this with your supervisor and tick the appropriate box on the Thesis declaration form:

 [www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf](http://www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf)

Reasons for requesting an embargo include:

- You plan to publish your thesis
- To avoid invalidating a potential patent application, see Intellectual Property: [www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/)
- It contains commercially sensitive research or research with confidentiality obligations
- It contains information collected under the promise of confidentiality and anonymity e.g. patient information
- It shows evidence of animal experimentation and release to the public would pose a significant risk to the researchers involved or to Imperial staff and students
- It contains information of significance for national security

For further information please contact the Assessment Records team

[www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/)

## Plagiarism

Plagiarism is the presentation of another person's thoughts, words or images and diagrams as though they were your own. Plagiarism can be intentional or unintentional, but must be avoided at all times.

When studying for a research degree (and as you continue in your research career) it is your responsibility to conduct and disseminate research results in an honest and ethical matter. When you prepare your Early Stage Review or Assessment, Late State Research, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.

An online course on plagiarism awareness is available through the Graduate School. The course is compulsory, and will provide you with guidance and information about proper citation and attribution in writing.




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

 [www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/](http://www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/)

More information about plagiarism awareness for postgraduate research students is available on the Library website:

 [www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/)

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. You will be expected to run your early stage assessment through the Turnitin software – your department will be able to give you further information about this process.

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/guidance-for-students-and-staff/turnitin-guidance-for-students/>

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early Stage Assessment. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity.

## Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed any assessment brief with regards to individual work, acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.


## Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill (which is illegal in the UK) or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

## College Policies and Procedures

### Regulations for Students

All registered postgraduate research students of the College are subject to the Regulations for Students General Regulations, and the Academic Regulations that apply to your degree.

 [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)  [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

## Unsatisfactory Engagement

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify

and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:



[www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Academic and Research Integrity

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College's approach to plagiarism is available on the College website:

 [www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/research-integrity/what-is-research-integrity/)

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf)

## Research Misconduct


Research Misconduct can be characterised as behaviours or actions that fall short of the standards of ethics, research and scholarship required to ensure that the integrity of research is upheld. It can cause harm to people and the environment, wastes resources, undermines the research record and damages the credibility of research.

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues or collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

The College's policy on, and procedures for, the investigation of allegations of research misconduct:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/ordinances/Ordinance-D17-Nov-2020.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/college-governance/charters-statutes-ordinances-regulations/ordinances/Ordinance-D17-Nov-2020.pdf)

Where a student completes taught module(s) as part of their research programme, they will also be subject to the Academic Misconduct procedures:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## Academic Appeals Procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Complaints

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not

lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

 [student.complaints@imperial.ac.uk](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. This Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/)

## Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates and makes public their work. Unless you have the copyright holder's permission, you cannot do these things unless permitted by law or licence.

 [www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)

The Graduate School provides training on Copyright:

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-integrity/copyright-for-researchers-online-course/>

## Intellectual Property Rights Policy

For further guidance on the College's Intellectual Property Rights Policy is available on the College website:

 [www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/)

Further information about the Imperial Enterprise Lab can be found at:

 [www.imperial.ac.uk/students/enterprising-students](http://www.imperial.ac.uk/students/enterprising-students)

 [www.imperialenterpriselab.com/support/experts-in-residence](http://www.imperialenterpriselab.com/support/experts-in-residence)

The Graduate School provides training on Intellectual Property:

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/doctoral-students/research-impact/intellectual-property-online-course/>

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

## Employment During Studies

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4/Student Route visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Senior Tutor (PGR). If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Please note that these rules also apply to your work as a GTA:

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

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

## Study Leave

If you plan to carry out research away from College for a period of 2 weeks or more as part of your PhD student registration, your department can approve study leave using the External Study Leave form (which is then submitted by your department to the Registry Records Team for recording). Study leave is normally pursued either as a placement under the supervision of a third party organisation (placements are managed by your department and are subject to College Placement Learning Policy, Good Practice under the College's overall off-site working protocols) or fieldwork managed by your department under off-site working protocols. Contact your departmental postgraduate administrator for further guidance if you and your supervisor wish to have study leave considered.

 <https://www.imperial.ac.uk/placements/information-for-imperial-college-students/>

 [www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/)

## Ethics

The College has an overall Ethics code which sets out key behaviours which the College expects of all its members in order to facilitate a leading academic community which demonstrates integrity in all its activities, and which manages relationships with third parties appropriately. These behaviours include honesty, fairness and transparency. The Code is intended to provide a starting point to help members of the College identify and tackle ethical issues faced in the course of their activities. It also describes routes available for members of the College community to escalate ethical concerns where appropriate.

 [www.imperial.ac.uk/research-ethics-committee](http://www.imperial.ac.uk/research-ethics-committee)

## Good Research Conduct

Imperial College London is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the College to address the science challenges of today and the future. The College's achievements in research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the College's reputation and success.



[www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/)

## Leave



[www.imperial.ac.uk/human-resources/leave/](http://www.imperial.ac.uk/human-resources/leave/)

## General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance, but you do have a personal responsibility to comply.

In line with the above please see the College's privacy notice for students which form part of the terms and conditions of registration with the College.



[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf)

## 7. Animal Research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:



[www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

## 8. Wellbeing and Support

### Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

 [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

### Pastoral Care

The Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. We take the welfare of our students seriously and will provide all the help we can if you encounter any problems. Below is a list of postgraduate research student support contacts and resources, both in the Department and beyond. The Departmental Student Office PGR contact: [bg-pgr@imperial.ac.uk](mailto:bg-pgr@imperial.ac.uk)

Bioengineering Confidential Feedback form:

[https://imperial.eu.qualtrics.com/jfe/form/SV\\_3rZqnEbkjXTg7wa](https://imperial.eu.qualtrics.com/jfe/form/SV_3rZqnEbkjXTg7wa)

#### ***Student-supervisor partnership***

The College has created a [document](#) summarising the Mutual Expectations for the Research Degree Student-Supervisor Partnership to help establish effective working relationships between students and their supervisors.

In addition, please see how supervision roles are defined [here](#).

#### ***Departmental mentor***

The Department's doctoral student mentorship scheme is designed to provide you with another avenue for pastoral care. Your mentor is not intended to act as a supervisor; instead, they are an additional person in the Department with whom you can consult informally.

You will be emailed by the Student Office with details of who your mentor is shortly after your arrival. They will be your mentor for the duration of your PhD programme, you can contact them at any time to get advice, support or just have a chat.



<p><b>DPS(R)</b></p> <p>Choon Hwai Yap <a href="mailto:c.yap@imperial.ac.uk">c.yap@imperial.ac.uk</a></p> <p>Uren 923</p> <p>Oversight of the Department's research programmes, including:</p> <ul style="list-style-type: none"> <li>➤ Providing academic advice in cases where a student's supervisor cannot help</li> <li>➤ Providing general and pastoral student support</li> </ul>	<p><b>Deputy DPS(R)</b></p> <p>Tom Ellis <a href="mailto:t.ellis@imperial.ac.uk">t.ellis@imperial.ac.uk</a></p> <p>Bessemer 7.04</p>	<p><b>Deputy DPS (MRes)</b></p> <p>Amanda Foust <a href="mailto:a.foust@imperial.ac.uk">a.foust@imperial.ac.uk</a></p> <p>RSM 4.05</p>	<p><b>Senior Tutor for Postgraduate Research</b></p> <p>Sylvain Ladame <a href="mailto:s.ladame@imperial.ac.uk">s.ladame@imperial.ac.uk</a></p> <p>020 7594 5308 Uren 321A</p> <ul style="list-style-type: none"> <li>➤ Responsibility for the welfare of the Department's postgraduate students</li> <li>➤ Advice on matters that you would rather not discuss with your supervisor or mentor</li> </ul>	<p><b>Supervisor</b></p> <ul style="list-style-type: none"> <li>➤ Oversight of your research progress from start to finish</li> <li>➤ Advice on academic issues</li> <li>➤ Support for personal matters</li> <li>➤ Guidance on training and development</li> </ul> <p>Find out more about the role of your supervisor at <a href="http://www.imperial.ac.uk/students/success-guide/pgr/effective-research/working-with-your-supervisor/">www.imperial.ac.uk/students/success-guide/pgr/effective-research/working-with-your-supervisor/</a>.</p>
<p><b>Mentor</b></p> <p>Every PhD student is allocated a mentor; if you are not sure of who your mentor is, please contact <a href="mailto:bg-pgr@imperial.ac.uk">bg-pgr@imperial.ac.uk</a>.</p> <ul style="list-style-type: none"> <li>➤ Can provide additional independent and confidential academic or personal advice and support</li> <li>➤ Termly lunches</li> </ul> <p><b>Student Wellbeing Advisers</b></p> <p>Sandra Roscoe <a href="mailto:s.roscoe@imperial.ac.uk">s.roscoe@imperial.ac.uk</a> +44 (0) 7395 252288</p> <p>Geetma Aponu <a href="mailto:g.aponsu@imperial.ac.uk">g.aponsu@imperial.ac.uk</a></p> <ul style="list-style-type: none"> <li>➤ Wellbeing advice and mentoring</li> </ul> <p>To book an appointment with Sandra, please follow this link: <a href="http://Bioengineering_Student_Wellbeing_Appointments_(office365.com)">Bioengineering Student Wellbeing Appointments (office365.com)</a></p>			<p><b>Student Office postgraduate research contacts</b></p> <p><a href="mailto:bg-pgr@imperial.ac.uk">bg-pgr@imperial.ac.uk</a> Bessemer 3.14</p> <p>Deni Kalem Student Administrator</p> <p>Raleigh Mangsat Postgraduate Research Student Programmes Manager</p> <p>All aspects of postgraduate research student administration, including:</p> <ul style="list-style-type: none"> <li>➤ General welfare and pastoral support</li> <li>➤ Advice on regulations, policies and procedures</li> <li>➤ Supporting student progress and registration changes</li> </ul>	<p><b>Doctoral Student Representatives</b></p> <p>Maria Nikolaidi <a href="mailto:m.nikolaidi21@imperial.ac.uk">m.nikolaidi21@imperial.ac.uk</a></p> <p>Anna Rhodes <a href="mailto:anna.rhodes18@imperial.ac.uk">anna.rhodes18@imperial.ac.uk</a></p> <p>Leah Xu <a href="mailto:l.xu20@imperial.ac.uk">l.xu20@imperial.ac.uk</a></p> <p>Alba Martinez Basalo <a href="mailto:alba.martinez-basalo19@imperial.ac.uk">alba.martinez-basalo19@imperial.ac.uk</a></p>
			<p><b>College and Faculty Support Services</b></p> <p><a href="http://www.imperial.ac.uk/health-and-wellbeing/">www.imperial.ac.uk/health-and-wellbeing/</a></p> <p><b>Faculty Senior Tutor</b></p> <p>Lorraine Craig <a href="mailto:l.craig@imperial.ac.uk">l.craig@imperial.ac.uk</a> k 020 7594 6436</p> <ul style="list-style-type: none"> <li>➤ Academic and personal student support.</li> </ul>	

## Departmental Support and Faculty Senior Tutors

Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

### Senior Tutor (PGR)

The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential.

If necessary, they will direct you to an appropriate source of support.

Senior Tutor for Bioengineering PGR contact:

-  Dr. Sylvain Ladame
-  321A, 3<sup>rd</sup> Floor, Michael Uren Building, White City campus
-  +44 (0)20 7594 5308
-  [s.ladame@imperial.ac.uk](mailto:s.ladame@imperial.ac.uk)

### Student Wellbeing Adviser

The Student Wellbeing Adviser, Sandra Roscoe, can be contacted by any student in the department for a confidential conversation about whatever is on their mind. She can provide advice and support and direct students to other sources of support as needed. Sandra is also the departmental disability officer and can advise on support/exam adjustments available to students with any type of disability or long-term condition. Her working hours are 9am-5pm on Monday-Friday.

Student Wellbeing Adviser contact:

-  Sandra Roscoe
-  323A, 3<sup>rd</sup> Floor, Royal School of Mines, South Kensington campus
-  +44 (0) 7395 252288
-  [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

-  Geethma Aponso
-  323A, 3<sup>rd</sup> Floor, Royal School of Mines, South Kensington campus
-  +44
-  [g.aponsu@imperial.ac.uk](mailto:g.aponsu@imperial.ac.uk)

To book an appointment with Sandra and Geethma, please follow this link: [Bioengineering Student Wellbeing Appointments \(office365.com\)](https://www.imperial.ac.uk/students/academic-support/graduate-school/supervision-support/sources-of-support/student-wellbeing-appointments-office365-com)

## Postgraduate Coaching and Research Degree Mediation

As well as professional development opportunities, the Graduate School has a dedicated coaching programme designed to help you through challenging times. The **Postgraduate student coaching programme** has been established to provide an opportunity to talk, independently from your academic department, about challenges you may be experiencing during the course of your studies. The programme primarily focuses on building effective working relationships and there may be other self-development issues that you can explore with a trained coach.

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

The School also provides support for students and supervisors who are finding their partnership difficult. The confidential and non-judgemental research degree mediation programme is designed to support students and supervisors to work through challenges they may be experiencing, to find ways to move forward and work together more effectively.

## Advice Services

The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

### Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally at the South Kensington Campus on Level 5, Sheffield Building where the Careers Service is based.

Visit the Career Service's website to:

- Book a careers appointment
- Find resources and advice on successful career planning

 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)


### Student Counselling and Mental Health

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

### Financial support and tuition fees

If you've got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:


 020 7594 9014

 [student.funding@imperial.ac.uk](mailto:student.funding@imperial.ac.uk)

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

 [www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/)

For tuition fees queries, contact the Tuition Fees team:

 020 7594 8011

 [tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)

### Departmental Hardship Fund

The Department is aware of the impact that high inflation in the UK has on all students and understands that those already affected by personal circumstances may be suffering the most from the current cost of living crisis. To directly assist postgraduate research students demonstrating a financial need, we have set up the Department of Bioengineering Hardship Fund.

You may be eligible for financial assistance from the Department's support fund if you have ongoing financial difficulties or recently experienced a change in circumstances that made it difficult for you to continue your studies.

The Department's support fund is intended for students in need who have already submitted an application to the College's Student Support Fund (information for which is [here](#)) but who have unfortunately been unsuccessful. You will be required to include a copy of your unsuccessful application to the College's Student Fund when applying to the Department's support fund.

To submit an application, please follow this link:

[https://imperial.eu.qualtrics.com/jfe/form/SV\\_cwgRC8YLq15mSfY](https://imperial.eu.qualtrics.com/jfe/form/SV_cwgRC8YLq15mSfY)

### **Imperial College Union Advice Centre**

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.





[www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

## Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 9444


 [student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk)


 [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)

## Accommodation

Imperial offers a wide range of accommodation to suit a range of budgets and in a variety of locations.

The Student Hub team can help you find the right place to live, whether it's the College accommodation or private accommodation.

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 9444

 [student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk)

 [www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)

## Health Services

### NHS Health Centre and finding a doctor

Even if you're fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

 [www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/](http://www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/)

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you're feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

### NHS Dentist (based in the Imperial College Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

 [www.imperialcollegedental.co.uk/](http://www.imperialcollegedental.co.uk/)


## Disability Support

### Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

 Room 566, Level 5, Sherfield Building, South Kensington Campus

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

### Departmental Disability Officers

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department.

The Departmental Disability Officer, Sandra Roscoe, is your first point of contact within your department and is there to help you with arranging any support within the department that you need. She is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

At Imperial College London we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. Therefore, it is important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. This service is strictly confidential between you and the relevant College personnel and support services.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger's)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn's disease)
- Physical disabilities or mobility impairments
- Visual difficulties

More information on Departmental Disability Officers is available at:

 <https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/>

More information about how to request additional arrangements for exams if you have a disability is available at:

 [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability)

### Bioengineering Departmental Disability contact:

 Sandra Roscoe  
 323A, 3<sup>rd</sup> Floor, Royal School of Mines, South Kensington campus  
 +44 (0) 7395 252288  
 [s.roscoe@imperial.ac.uk](mailto:s.roscoe@imperial.ac.uk)

 Geethma Aponu  
 323A, 3<sup>rd</sup> Floor, Royal School of Mines, South Kensington campus  
 +44  
 [g.aponsu@imperial.ac.uk](mailto:g.aponsu@imperial.ac.uk)

To book an appointment with Sandra and Geethma, please follow this link: [Bioengineering Student Wellbeing Appointments \(office365.com\)](https://www.office365.com/Bioengineering-Student-Wellbeing-Appointments)

### **Disability Advisory Service**

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up to date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

You can find about more about the Disability Advisory Service on the website at:  
<http://www3.imperial.ac.uk/disabilityadvisoryservice>


### **Disabled Students Allowance**

All home students who are UK residents, pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance, which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan you will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long-term health problems are also eligible

More information on Departmental Disability Officers is available at:

 [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/)


More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf)

## Library and IT

### Information and Communications Technologies (ICT)

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from ICT's Service Desk.

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

### Software shop

The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

### Library services

The Central Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

For any questions our staff will be happy to help, simply chat with us online or contact us via email, phone or social media, just check our website for details:

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

## Religious Support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management.

 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

## Support for International Students

### English language support

The Centre for Academic English provides free in-session English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

### International Student Support team



Students from outside the UK make up around half of our student population, so our International Student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

 <https://www.imperial.ac.uk/students/international-students/>

## Visa Compliance

It is very important that you comply with all the conditions of your visa.

If you need help or advice about visas and your visa conditions, please contact the International Student Support team:

 <https://www.imperial.ac.uk/students/international-students/visas-and-immigration/>

Whilst in the UK on a student visa, you are required to comply with all the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College's case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:

Students who select Imperial College as their location for collection will be emailed inviting them to book a slot, so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

For further information, please get in touch with the College's International Student Support team

 <http://www.imperial.ac.uk/study/international-students/>

## In Your Hall of Residence

If you're staying in College accommodation you will have access to a range of support within your hall.

All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves.

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your hall's activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

Each hall also has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So, if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

More information and the latest guidance around accommodation can be found at:


## 9. Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.


The Student Records and Data Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

### Student records and examinations

 +44 (0)20 7594 7268

 [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree certificates

 +44 (0) 20 7594 7267

 [certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

## 10. Work-life Balance

The pace and intensity of study at Imperial can be demanding so it's important to find time for outside interests.

### Imperial College Union

The Union's range of 380+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

 [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

### Imperial College Union Bioengineering Society

The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union under the wing of the City and Guilds College Union (CGCU). Started 14 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society aims to broaden the experiences of Bioengineering students beyond that of the curriculum: <https://www.union.ic.ac.uk/guilds/bioeng/>.

### Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

 [www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

### Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.

 [www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

### Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all experience levels and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

More information about Imperial student memberships and updates to our services can be found at:

 [www.imperial.ac.uk/ethos/memberships/students](http://www.imperial.ac.uk/ethos/memberships/students)

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses.

 [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveMore campaign, more information can be found at:

 <https://www.imperial.ac.uk/sport/get-active/move-more-programme/>

## 11. Student feedback and representation

### Feedback from Students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

A great way to complement and *improve* your doctoral research is through providing feedback. The Department values your feedback and there are multiple mechanisms through which you can provide it. From talking to your student representatives, the Student Office or the Director of Postgraduate Studies to answering confidential surveys, your feedback is always welcome and encouraged.

### Student Representation

Student Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union website.



[www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

### Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

The Staff-Student Research Committee is chaired by the DPS, is constituted to support all of Bioengineering's postgraduate activities. The Committee monitors postgraduate study on behalf of the College and the Graduate School, and helps to ensure that students and supervisors comply with the necessary procedures and regulations. The SSRCM is comprised of the PGR Education Team, the PGR Representatives, and the Department's Student Representatives.

[Committees & supplementary roles | Faculty of Engineering | Imperial College London](#)

## 12. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to give your feedback on your College experience, the following survey gives you regular opportunities to make your voice heard:

- **Postgraduate Research Experience Survey (PRES)**

The PRES is your chance to tell us about your experience of supervision; resources; research community; progress and assessment; skills and professional development; and wellbeing. This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students. The survey is open to postgraduate research students and runs across the spring and summer terms. PTES is run bi-annually at the College. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

The Union's "You Said, We Did" campaign shows you some of the changes made as a result of survey feedback:



[www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

The Union's response to surveys can be found here:

 [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://www.imperialcollegeunion.org/your-union/your-representatives/responses)

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

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

## 13. Personal Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

Many research students across the College are involved with teaching, supervision and assessment (in the form of marking) of both undergraduate and Master's level students. Working as a GTA provides research students with an opportunity to broaden their experience at Imperial College, and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. Furthermore, research students may find that acting as a GTA helps improve their own technical abilities (both theoretical and practical), enables them to broaden their knowledge base, and gain communication and task management experience. When considering a career in academia, teaching experience is important and GTA work allows building up a teaching portfolio and even becoming aware of one's own teaching style.

 [www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/)

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

<https://www.imperial.ac.uk/students/academic-support/graduate-school/working-as-a-gta/teaching-opportunities/>

### Imperial Outreach

The Outreach team at Imperial is responsible for delivering the College's programme of activities for schools and colleges. The team deliver a wide range of exciting and inspiring activities for students from disadvantaged backgrounds right across the United Kingdom.

The team focuses on raising attainment, changing perceptions, supporting teaching staff and stimulating interest in STEM subjects from primary through to A-Level education, as part of Imperial's widening participation and outreach agenda.

By working with teaching staff, schools, colleges and community organisations they are able to offer support specifically where it is needed through a dedicated portfolio of programmes for young people. These programmes form part of the College's Access Agreement.

To make sure the team offer the fullest breadth of activities, they collaborate with many members of academic staff, as well as student ambassadors who add the valuable perspective of life as a current Imperial student.

 [www.imperial.ac.uk/be-inspired/schools-outreach/](http://www.imperial.ac.uk/be-inspired/schools-outreach/)

### Recruitment and Outreach student ambassadors / Outreach STEM Leaders

Our ambassador and leader schemes provides you with an opportunity to work young people to help inspire them to consider studying science, technology, engineering, mathematics and medicine. .

Some activities will draw on your subject expertise, giving you the chance to communicate your research in a way that is suitable for a school age audience. Other opportunities may be more generally focused on your experience of higher education through talks about student life for sixth form students or mock interview sessions for potential applicants.

 [www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/)

 [www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/)

## Professional Skills Development Programme

The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional development is an important part of your postgraduate training.

Our Professional Development Programme offers you support in your study and research, as well as the opportunity to develop knowledge, attributes, and skills relevant to your Master's or Doctorate and your future career whether inside or outside academia. These development opportunities can improve your ability to undertake focused and successful research, present your work to a variety of audiences, and enhance your overall experience at College. Postgraduate alumni, academics and employers have noted the value of the programme.

We work across College with academic and support departments, alumni, students and externals to enable and enhance joined up opportunities. This has a social benefit, fostering networking and collaboration, as our courses, events and activities provide fora for students to interact with others from different departments and divisions.

The Postgraduate Development Unit (PDU) ensures that the Programme is educationally relevant, developing new initiatives and safeguarding quality and relevance. Our Programme is underpinned by educational research focused on the postgraduate student experience.

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

## And finally

### Alumni Services

When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

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



