

Timeline for Research Students

Summary:

Milestone 1) 3 Months: Research Plan Confirmation (RPC)

Milestone 2) 9 Months: Early Stage Assessment (ESA)

Milestone 3) 18-24 Months: Late Stage Review (LSR)

Milestone 4) 35 Months: Submission of Writing-up Form

Milestone 5) 44 Months: Submission of Exam Entry Form

Milestone 6) 48 Months: Submission of thesis.

The table below shows the progression of a normal PhD by Research registration from beginning to end.

YEAR 1

Week 1:	• College Registration: All Research Students and First Year Research Assistants must register on-line via the Student e-Service (www.imperial.ac.uk/studenteservice) • Induction: Attend the Departmental Induction including the Safety Lecture. • Collect ID card from PhD Administrator (for October start students only). • Complete and return plagiarism and emergency contact details form to PhD Administrator.
Month 1	Initial English assessment: If you are a non-native speaker of English, you will need to fulfil the English Language Requirement and take an initial English test as soon as possible and begin courses (if required) or submit exemption form to the PhD Administrator. Students who score less than 60% in the test will have to take a subsequent test as part of their <u>Early Stage Assessment</u> .
Month 2 - 3	Research Proposal Confirmation – draw up and agree with your supervisor(s) a formal three year research plan. The plan must be signed by the student, supervisor(s) and independent assessor, and emailed to the PhD Administrator (Lisa Kelly) l.kelly@imperial.ac.uk for the Director of Postgraduate Research's

approval.

[Research Proposal Confirmation](#)

Month 6 **6 monthly progress report** – Submit via email, a Mid First Year Assessment Form to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.

[Mid-First Year Report Form](#)

Month 8 **Early Stage Assessment** via report and presentation/closed-session viva with the supervisor(s) and an independent assessor. Prior to review viva, submit the Early Stage Assessment report to assessor (via supervisor).

Month 9 **Early Stage Assessment** – Submit, ESA form, via email, to Lisa Kelly l.kelly@imperial.ac.uk.

[Early Stage Assessment Form](#)

Complete required Graduate School courses – students must complete a minimum of 4 courses, each from a different domain in the ‘Underpinning Skills Phase’ OR the Research Skills Development course plus one other course which can be from any domain un the Underpinning Skills Phase - before the Early Stage Assessment.

Students who require a 2nd English test (“English test at transfer”) should arrange to take this BEFORE the Early Stage Assessment.

Month 12 **6 Monthly Progress Report** – Submit an End of First Year Assessment Form, via email, to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk

[End of First Year Report Form](#)

YEAR 2

Month 13 **College Registration:** continuing research students must register on-line via the Student e-Service (www.imperial.ac.uk/studenteservice)

Month 18 **6 Monthly Progress Report** – Submit, via email, Mid Second Year Assessment Report to the PhD Administrator, Lisa Kelly l.kelly@imperial.ac.uk.

[Mid Second Year Report Form](#)

Month 18 **Late Stage Review** report to be submitted to supervisor and an oral presentation completed.

Month 24 **6 Monthly Progress Report** – Submit, via email, End of Second Year Assessment Report to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk.

[End of Second Year Report](#)

Late Stage Review form must be submitted via email to Lisa Kelly

Month 24 l.kelly@imperial.ac.uk by 24 months – **FINAL DEADLINE**
[Late Stage Review Form](#)

YEAR 3

Month 25 **College Registration:** continuing research students must register on-line via the Student e-Service (www.imperial.ac.uk/studenteservice)

Month 30 **6 Monthly Progress Report** – Submit, via email, a Mid Third Year Assessment Report to the PhD Administrator Lisa Kelly l.kelly@imperial.ac.uk
[Mid Third Year Report](#)

Month 35 **Extend Registration or move to Writing-up** - after year 3, students must extend registration (and pay tuition fees), or move to writing-up status which allows 6 to 12 months further access to College facilities. Students must inform the PhD Administrator whether they wish to extend registration or move to writing up before the end of year 3.
[Writing-up form](#)

Month 36

- **Extend Registration or transfer to Writing Up**
- **6 Monthly Progress Report** – Submit, via email, an End of Third Year Assessment Report via email to the PhD Administrator, Lisa Kelly
l.kelly@imperial.ac.uk
[End of Third Year Report](#)

YEAR 4

Month 37 **Exam Entry Forms** – exam entry forms must be submitted electronically at least four months before the submission of thesis to PhD Administrator, Lisa Kelly
l.kelly@imperial.ac.uk.
[Exam Entry Form](#)

Month 42 **Thesis Submission**
<http://www3.imperial.ac.uk/registry/exams/thesisandvivas>