Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case. The information provided in this handbook relates only to the academic year specified on the front cover.
1. Welcome to the College

Imperial College London is the only university in the UK to focus exclusively on science, medicine, engineering and business. As a postgraduate student you will be contributing to an expert community, whose research has a profound impact on society and the economy. From Fleming’s discovery of Penicillin and Gabor’s invention of holography, to Kibble’s contribution to the Higgs boson and Stevens’ work on rapid testing for AIDS and Malaria, Imperial’s research has been changing the world for well over 100 years.

Imperial has the greatest concentration of high impact research of any major UK university, according to the Research Excellence Framework (REF) 2014. Our research crosses international boundaries and we are particularly known for our support of research that spans different subject areas. We offer funding, infrastructure and cultural encouragement to bring researchers together across the disciplines to explore different approaches to solving a problem. The result is a dynamic culture of discovery to which you will be an important part of.

We are committed to ‘sharing the wonder’ of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to these events, such as our annual Imperial Festival and our term-time Imperial Fringe events.
Our Doctoral proposition

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

http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/
http://www.imperial.ac.uk/students/our-principles/
Welcome from the Graduate School

Professor Sue Gibson,
Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional development workshops and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional development courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of development training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and development opportunities available to you.

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

Sue Gibson

Dr Janet De Wilde,
Head of Postgraduate Professional Development

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

Janet De Wilde
The Graduate School

Mission
The Graduate School plays a key role in delivering the postgraduate student experience as well as with postgraduate education, policy and strategy development. The Graduate School enriches the postgraduate student experience by delivering a tailored programme of professional skills training which enhances the professional impact and helps to ensure personal ambitions are realised. In partnership with academics, students across the College and the Graduate Students' Union, the Graduate School provides opportunity for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups.

Strategic Aims
The Graduate School will support and enhance the postgraduate student experience by;

- Providing innovative professional skills courses for Master's and research students, informed by research and developed in response to feedback from students and staff and taking into account the changing needs of employers.
- Listening to the views of postgraduate students and providing forums to represent their voice throughout College.
- Enhancing opportunities for students to communicate their science to a variety of audiences and to engage with the public, recognising the multiple perspectives of communities.
- Providing opportunities for Outreach activities, in consultation with Student Outreach and Recruitment.
- Encouraging cross-disciplinary interaction and collaboration by hosting networking activities, social and academic events.
- Providing opportunities for researchers to develop their global perspectives via the provision of international summer schools.
- Working with academics and students to facilitate the development of student peer support groups or cohorts and providing tailored events and activities for cohort specific groups.
- Facilitating innovative ideas for showcasing student research.
- Providing clear and succinct information about College policies and procedures and progression through programmes of study.
- Continuing to develop online support for postgraduate students, including online skills courses and guidance.
- Supporting students with an interest in teaching, via the provision of a comprehensive programme for GTA training, in consultation with the Educational Development Unit.
- Collaborating with the Educational Development Unit to ensure that research supervisors are provided with a comprehensive training programme.

Professional skills programme
You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:
http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-development-attendance-requirement/
All courses can be booked online.

Contact us
Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school
Welcome from the Graduate Students’ Union (GSU)

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the representative body defending your interests as a postgraduate student in major decisions taken by the College. Beyond that, we work towards building a thriving postgraduate community that spans faculties and where students effectively communicate in an interdisciplinary way. Our committee is comprised of motivated postgraduate students like yourself, who have been appointed in university-wide elections and volunteer to make your experience at Imperial as fulfilling and enjoyable as possible.

So, what are we up to for this coming year 2018/19? We are going to focus on three major areas of action:

- Continue improving post-graduate well-being by increasing the quality of supervision and by creating strategies to tackle common mental health challenges in higher education.
- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you.
- Organise exciting events around the topics of well-being, interdisciplinary research, and entrepreneurship.

As the GSU president, I would like to emphasise that Imperial College London is relying on its postgraduate students to maintain its position as a front-runner in world-class research and teaching. For us, the GSU, to be successful we need to receive as much of your input as possible. We want to work with you, for you!

Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that awaits you. If ever you have questions or ideas to share with us, please do not hesitate to get in touch with us and we are looking forward to seeing you at our events!

Ute Thiermann, GSU President 2018/19

gsu.president@imperial.ac.uk

https://imperialgsu.com/
2. Introduction to the Department

Welcome from the Head of Department

I am delighted to welcome you to the Department of Bioengineering at Imperial College London, and to congratulate you on gaining admission to Imperial. You have made a wise choice: Imperial is an outstanding university, and bioengineering is an exciting field that has a great future; bioengineering is the one field of engineering where engineers directly work to make sure people are fit and well, to maintain health, and to help manage ageing; this will never “go out of fashion” and can only grow as technology drives ever-stronger links between engineering, medicine, and the life sciences. The Department of Bioengineering has a history that goes back to the 1960s, and yet we are very focussed on the future of this new and fast-developing field of engineering. I hope that you will be energised by the excitement within the Department as we educate the leaders of tomorrow (that’s you!) and advance the frontiers of knowledge in this area.

Of course, university is about more than just the formal curriculum: here you will form lasting friendships and develop interests that will persist long after you have left Imperial. I hope that you will sample all that the Department and College have to offer outside the classroom, whether that be sports, student union, student clubs or volunteering opportunities. On behalf of the Department, I wish you all the best during your studies here.

Professor Anthony Bull
Head of Department
September 2018

Welcome from the Director of Postgraduate Studies

Welcome to the Department of Bioengineering at Imperial College London. I am the Director of Postgraduate Studies (Research) and together with the Student Support Team, we are here to enable you to achieve your full academic potential. The Department of Bioengineering is young, dynamic, highly international and extremely interdisciplinary. Research groups here strive to understand biological processes and solve engineering problems that range from the molecular scale to the physiological level, with diverse methodologies encompassing mathematical and computational modelling to clinical studies. We are the UK’s leading bioengineering department at one of the best universities in the world precisely because we attract people like you. Your time ahead in the department will no doubt be full of challenges, but I am sure it will also be an exhilarating journey!

Dr Chiu Fan Lee
Director of Postgraduate Studies (Research)
Welcome from Departmental Student Representative

Welcome!

Welcome to the place of innovation, where science-fiction meets science and reality. Welcome to the place, where the applications mathematics and physics can save lives. Welcome to the place with the best departmental music band in the World… Welcome to the Department of Bioengineering at Imperial College London!

I am Miro and I am your Departmental Representative. That means that my job is to help you to make your time at Imperial one of the best experiences in your life. And how will I accomplish this? Well, I will make sure that all of us can have a say into how things are run here and that students’ opinions are always heard, reflected and respected.

I will be here to represent on your behalf at various levels across the College, from the Departmental Teaching Committee, to the College Education Representation Boards. Along with my colleagues (year representatives that you will soon elect) we will be discussing a variety of issues during the Staff-Student Committee meetings, we will be talking with external examiners, and doing many other things to represent your voice.

Having been a Dep Rep last year and a Year Rep for two years, I can confirm that your voice and opinions really matter! We have been able to achieve many positive improvements through constructive discussion with staff members. These can range from addition of a new microwave in the RSM Café to the changes in course structures. Therefore, no matter how tiny your issue is, do not hesitate to let me or your Year Reps know. Even small suggestions can lead to significant developments and will allow us to keep our reputation as one of the best Bioengineering departments in the World – and not only academically! Furthermore, we have a College-wide curriculum review ahead of us, and all your comments and thoughts will be immensely helpful and appreciated.

I could give you many practical tips regarding student lifehacks, academic tips or the best places to get coffee on campus, all accompanied with good stories from our daily life here. But why not to hear all these from me in person? Seriously, this leads me to the most important thing – do not ever hesitate to talk to your Year Reps or to talk to me – I will be here for you, ready to talk or to go for a coffee (I drink loads of it, so I can drink it with you as well 😊). And never forget that we have awesome staff members and lecturers here at Department of Bioengineering, so never be afraid to speak with them!

In a short time, some of you will work for big companies, some will start their own, and some of you will become famous researchers. However, I hope that all of you will always keep the time you spent at Imperial in your memory as one of your best experiences and I am ready to help you with that!

And now enough talking and let’s start the new academic year!

Miro

Miroslav Gasparek

Department of Bioengineering Student Representative
Welcome from the Imperial College Bioengineering Society

Welcome!

Undergraduate degree, check. Postgraduate degree, loading... As a postgraduate student, you have a challenging year ahead, which may include research, but are you ready for what’s to come? Of course! Having surpassed all undergraduate challenges, your enhanced problem solving skills and grit will keep you moving forward. Therefore, it is a great privilege for the ICBE committee to welcome you into our Bioengineering department!

To know more about us, read on 😊

But before the fun stuff, a bit of history and formalities:
ICBE is a constituent society of the Imperial College Union (ICU) and is under the wing of the City and Guilds College Union (CGCU). Since the society was established just over a decade ago by a group of enthusiastic MSc students, ICBE has been run with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. Are you an undergraduate (MEng) or postgraduate (MSc, MRes, PhD) student? In that case, then you are a member of ICBE!

As your Departmental Society, ICBE organises and executes the socials, careers fair, trips and networking opportunities for you to grow as a Bioengineer at Imperial, but also to enjoy your time here as a student! Everyone in the committee chose to volunteer and serve all other Bioengineering students by offering these opportunities to you, and we hope that you will find value in all the events that you attend.

Now here’s the fun stuff:
Did you hear Christmas Dinner, networking with entrepreneurs and getting internship advice? Then you heard right! ICBE organises yearly Christmas Dinners and subsidized trips to other cities (in the past: Bristol, Brighton). Besides socials, you will have the opportunity of hearing from your fellow Bioengineers, who will share their summer internship or research experiences, or from biotech start-up CEOs and senior entrepreneurs, whom you will also have the opportunity of networking with!

Last year, ICBE co-organised a 2-day IC HealthHack, the first Imperial hackathon that focused on the creation of software and hardware solutions to healthcare problems. You too will have the opportunity to take part in the next hackathon we organise and further develop your technical skills!

Is there anything else you would like to see? Then please contact us (see email below) or anyone in the committee about your idea and we will consider if your idea will benefit you and your peers.
But for now, the ICBE committee genuinely wishes you a great year ahead at the Department of Bioengineering and that you grow as a Bioengineer at Imperial!

To keep up to date with our upcoming events or to contact us, see the links below:
Email: bgsoc@ic.ac.uk
3. Using this handbook

The handbook contains very important information for your academic life, and also for your life at Imperial College London outside of study. You should read the handbook as soon as possible after you receive it so that if an event or circumstance arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of the autumn term, and you will also be able to access the PDF document online from the current research students’ page of the Department of Bioengineering website.

Included in this handbook is essential information about:
- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study.

There are a number of other important sources of information from the Department, and we would encourage you to make use of these:
- Useful links, module descriptors, timetable information and year-specific information can be accessed via the current research students page on the Department of Bioengineering webpages, at http://www.imperial.ac.uk/bioengineering/admin/research/.
- There is an information board outside the Student Study Room (3.06, RSM)
- Important information will be communicated to you via email, so please ensure you check your College email address regularly.
4. Academic and Administrative staff

**Academic Staff**

- **Professor Anthony Bull**
  Head of Department
  Professor of Musculoskeletal Mechanics
  PA: Ms Angela Glyes
  [a.glyes@imperial.ac.uk]

- **Professor Martyn Boutelle**
  Deputy Head of Department and Director of Courses
  Professor of Biomedical Sensors Engineering
  [m.boutelle@imperial.ac.uk]

- **Dr Chiu Fan Lee**
  Senior Lecturer
  Director of Postgraduate Study
  [c.lee@imperial.ac.uk]

- **Dr Tom Ellis**
  Postgraduate Tutor
  Reader in Synthetic Genome Engineering
  [t.ellis@imperial.ac.uk]

- **Dr Claire Higgins**
  Deputy Tutor
  Senior Lecturer
  [c.higgins@imperial.ac.uk]
Administrative staff

- Ms Louise O’Sullivan  +44 (0)20 7594 9660
  Head of Student Programmes
  l.osullivan@imperial.ac.uk

- Mr Martin Holloway  +44 (0)20 7594 5176
  Academic Tutor
  m.holloway@imperial.ac.uk

- Ms Rebecca Pointer  +44 (0)20 7594 5122
  Student Programmes Manager
  r.pointer@imperial.ac.uk

- Ms Maddi O’Brien  +44 (0)20 7594 9296
  Programmes Development Manager
  m.obrien@imperial.ac.uk

- Ms Samantha Kemp  +44 (0)20 7594 9115
  Student Administrator
  samantha.kemp@imperial.ac.uk

- Ms Emily Jackson  +44 (0)20 7594 2259
  Student Administrator
  emily.jackson@imperial.ac.uk
Ms Daze Osuide  
Student Administrator  
+44 (0) 20 759 40717  
d.osuide@imperial.ac.uk

Mr Robert Ferguson  
Industrial Liaison Manager  
+44 (0)20 7594 6371  
robert.ferguson@imperial.ac.uk

Mr Graeme Rae  
Departmental Operations Manager  
+44 (0)20 7594 8419  
g.rae@imperial.ac.uk

Ms Edit Toth  
Office Manager and IT Coordinator  
+44 (0)20 7594 5191  
e.toth@imperial.ac.uk

Ms Kemi Aofolaju  
Communications and Events Officer  
+44 (0)20 7594 5179  
a.aofolaju@imperial.ac.uk

Mr Ken Keating  
Laboratory Manager  
+44 (0)20 7594 5170  
k.keating@imperial.ac.uk
Allan Nyunt
Research and Finance Manager
+44 (0)20 7594 8416
a.nyunt@imperial.ac.uk
5. General and Departmental Procedures

Important procedures - Attendance and absence

From time to time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problems.

1. If there is any fire, medical or security emergency:
   Immediately telephone security, internal extension no. 4444 (internal) or from an external phone +44 (0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will do this.
   If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.
   Read more about our Health and Safety procedures section below.

2. If you are ill and think you may miss an exam or assessment deadline:
   You should do both of the following:
   1. Immediately contact the Department via one of the below channels:
      i. Student Office: Ms Rebecca Pointer: +44 (0)20 7594 45122 (r.pointer@imperial.ac.uk) or one of the Student Administrators.
      ii. Postgraduate Tutor: Dr Tom Ellis: + 44 (0)20 7594 47615 (t.ellis@imperial.ac.uk)

   2. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
      i. If you miss an exam for medical reasons, the College requires a valid medical certificate, issued by a registered doctor, stating that you were unfit to take an exam at the dates/times of the exam to be presented within a week. This certificate is shown to the Board of Examiners meeting for them to consider a replacement exam. Otherwise the exam is considered to have been failed.
      ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
         • Imperial College Health Centre: +44 (0)20 7584 6301

3. If you, or a friend, are/is suffering stress or depression:
   a. Contact the Health Centre (details above) or the Student Counselling Service: +44(0)20 7594 9637 (counselling@imperial.ac.uk)
   b. If you feel you can, contact someone in the Department such as the Postgraduate Tutor or the Academic Tutor:
      Postgraduate Tutor: Dr Tom Ellis: +44 (0)20 7594 1473 (t.ellis@imperial.ac.uk)
      Director of Postgraduate Studies Research Dr Chiu Fan Lee: +44 (0)20 7594 6493
      (c.lee@imperial.ac.uk)
   c. The Student Space website has lots of useful information on dealing with stress, and where to find additional help and support: http://www.imperial.ac.uk/student-space/

4. Illness, absence, or inability to submit coursework
   a. If you have to be absent through illness or for any other personal reasons, you must let the Student Office (details above) know as soon as possible. If you are likely to miss a coursework, lab or exam deadline, please see ensure you contact the Student Office without delay.
   b. It is important that you familiarise yourself with the information about absences in Section 2, ‘Attendance and absence’.

You must inform the Postgraduate Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Postgraduate Tutor on the day and provide a medical certificate within five working days.
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 visas to the Home Office.

**Postgraduate English language requirement**

All postgraduate research students who are non-native English speakers must demonstrate an appropriate level of English writing competence before the PhD is awarded. This is done by their fulfilment of the PGR English Requirement, explained below:

- Postgraduate research students who are not native speakers of English must fulfil the Imperial College London Postgraduate English Requirement as soon as possible after registering for their PhD. This requirement is separate from and in addition to meeting the College entry requirements (IELTS, TOEFL, etc.). Information about the requirement and courses offered by the Centre for Academic English can be found here:
  - [www.imperial.ac.uk/academic-english/phd-students/phd-academic-english-requirement/](http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-english-requirement/)
  - [http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-writing-courses/](http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-writing-courses/)

- Unless exempt, all new non-native English speaking PhD students are required to take the Centre for Academic English (CfAE) English Assessment 1 after registering for their PhD (assessments take place in September/October, January, March and June). This is an internal Imperial College assessment of a student’s written English competence that relates to the academic language demands of producing a PhD thesis in Science, Technology, Engineering or Medicine (STEM) subjects. It is completely separate from the College English entry requirement (IELTS, TOEFL, etc.). The purpose of English Assessment 1 is to identify any students needing language support so that they may receive such support as early on in their PhD as possible.

- Students are strongly encouraged to review the Centre for Academic English website for more information on the different English assessments, the support which is available (such as additional modules), required levels of proficiency and future dates of re-assessment.

**Exemptions**

Students with a minimum English language proficiency of IELTS 8.0 overall (or equivalent test scores: TOEFL score of 110 overall or higher, Pearson PTE score of 76 overall or higher), or those who have studied a full undergraduate degree in a majority English speaking country will receive an email from the CfAE confirming formal exemption from the Imperial College London Postgraduate English Requirement within two weeks of enrolling onto their PhD programme.

If exemption is granted on this basis, the student does not need to take an English assessment, but is still eligible to take advantage of our higher level courses, workshops and 1:1 consultations at any point during the PhD.

Visit the Centre for Academic English website for full details of the requirement, assessments and range of courses: [www.imperial.ac.uk/academic-english/phd-students](http://www.imperial.ac.uk/academic-english/phd-students)
Who to speak to if you need help

There are a lot of people and resources in place to support you during your time at Imperial College London. Don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can. Contacts in the Department of Bioengineering

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with?</th>
<th>How to contact them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Personal Tutor</td>
<td>Academic issues</td>
<td>You will be told who your Personal Tutor is. The best way to contact them is via email to arrange a meeting.</td>
</tr>
<tr>
<td></td>
<td>Personal matters</td>
<td></td>
</tr>
<tr>
<td>Dr Chiu Fan Lee</td>
<td>Academic issues</td>
<td><a href="mailto:c.lee@imperial.ac.uk">c.lee@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Director of Postgraduate Studies Research-DPS</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 6493</td>
</tr>
<tr>
<td>Postgraduate Tutor:</td>
<td>Academic issues</td>
<td><a href="mailto:t.ellis@imperial.ac.uk">t.ellis@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr Tom Ellis</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 7615</td>
</tr>
<tr>
<td>The Student Office</td>
<td>Timetabling, Teaching policies and procedures, Illness and absences, Interruption of studies, Mitigating circumstances, Admissions, Programme administration, Examinations</td>
<td><a href="mailto:losullivan@imperial.ac.uk">losullivan@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Louise O’Sullivan</td>
<td></td>
<td>+44 (0)20 7594 9660</td>
</tr>
<tr>
<td>Ms Rebecca Pointer</td>
<td></td>
<td><a href="mailto:r.pointer@imperial.ac.uk">r.pointer@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Maddi O’Brien</td>
<td></td>
<td>+44 (0) 20 7594 5122</td>
</tr>
<tr>
<td>Ms Samantha Kemp</td>
<td></td>
<td><a href="mailto:m.obrien@imperial.ac.uk">m.obrien@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Daze Osuide</td>
<td></td>
<td>+44 (0)20 7594 9296</td>
</tr>
<tr>
<td>Ms Emily Jackson</td>
<td></td>
<td><a href="mailto:samantha.kemp@imperial.ac.uk">samantha.kemp@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mr Adrian Roye</td>
<td></td>
<td>+44 (0)20 7594 9115</td>
</tr>
<tr>
<td>Department Disability Officer:</td>
<td>Disabilities and additional support</td>
<td><a href="mailto:bg-ddo@imperial.ac.uk">bg-ddo@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Louise O’Sullivan</td>
<td></td>
<td>+44 (0) 20 7594 6373</td>
</tr>
<tr>
<td>Industrial Liaison Manager:</td>
<td>Industrial placements</td>
<td><a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mr Robert Ferguson</td>
<td>Networking, contacts and careers</td>
<td>+44 (0) 20 7594 6371</td>
</tr>
</tbody>
</table>
Bioengineering Librarian:
Ms Eleni Zazani
Referencing and reference management software, plagiarism workshops, finding books, and using e-journals. e.zazani@imperial.ac.uk +44 (0)20 7594 8880

Student representatives
Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union
Find your representatives on the webpage: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/staff-student-committee/
Information on staff student committees: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/

College-wide resources

Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student Space website</td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a></td>
</tr>
<tr>
<td>College tutors</td>
<td>Confidential support for students where you can discuss academic issues and all aspects of pastoral care.</td>
<td><a href="http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/">http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/</a></td>
</tr>
<tr>
<td>Faculty Senior Tutor</td>
<td>In the event of an issue arising, within your department there are a number of avenues for you to seek support. This will include your departmental Postgraduate Tutor, and in some departments, other designated staff such as Senior Tutor. There are a number of avenues within the College to seek help with academic or pastoral matters: <a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a>. In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig will be available to help.</td>
<td>Dr Lorraine Craig can be contacted by email <a href="mailto:l.craig@imperial.ac.uk">l.craig@imperial.ac.uk</a> in the first instance. Depending on the nature of your query, it may be passed onto other more relevant staff.</td>
</tr>
<tr>
<td>Imperial College Security</td>
<td>In case of any kind of fire, medical emergency, or threat, contact Security immediately.</td>
<td><a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a> +44 (0)20 7589 1000 Dial 4444 from any internal telephone.</td>
</tr>
<tr>
<td>Imperial College Health Centre</td>
<td>Doctors and nurses are available to provide care for a range of medical and psychological problems.</td>
<td><a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a> +44 (0)20 7584 6301 <a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a></td>
</tr>
<tr>
<td><strong>Student Counselling Service</strong></td>
<td>Free and confidential short-term counselling is available to all students, to discuss any personal issue.</td>
<td><a href="http://www.imperial.ac.uk/counselling/">http://www.imperial.ac.uk/counselling/</a></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>Student Hub</strong></td>
<td>Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.</td>
<td><a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a></td>
</tr>
<tr>
<td><strong>International Student Support</strong></td>
<td>General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).</td>
<td><a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a> +44 (0) 20 7594 8040.</td>
</tr>
<tr>
<td><strong>Chaplaincy</strong></td>
<td>Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.</td>
<td><a href="http://www.imperial.ac.uk/chaplaincy/">http://www.imperial.ac.uk/chaplaincy/</a></td>
</tr>
<tr>
<td><strong>Centre for Academic English</strong></td>
<td>The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.</td>
<td><a href="http://www.imperial.ac.uk/academic-english">http://www.imperial.ac.uk/academic-english</a></td>
</tr>
<tr>
<td><strong>Imperial College Union Advice Centre</strong></td>
<td>The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.</td>
<td><a href="https://www.imperialcollegeunion.org/advice">https://www.imperialcollegeunion.org/advice</a></td>
</tr>
<tr>
<td><strong>Imperial College Success Guides</strong></td>
<td>Advice on developing the skills that you will need to help you through your degree.</td>
<td><a href="http://www.imperial.ac.uk/students/success-guide/pgr/">http://www.imperial.ac.uk/students/success-guide/pgr/</a></td>
</tr>
<tr>
<td><strong>Careers Service</strong></td>
<td>The Careers Service provides information on work placements, job opportunities, further study and careers advice.</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
</tbody>
</table>

### Funding for conferences, workshops, and summer schools

You are likely to attend at least one conference during your PhD studies and may also wish to attend workshops or summer schools. Whilst these can be invaluable as sources of skills and experience in relation to your PhD they are often expensive! If you plan to attend a conference or workshop, you should first discuss this with your supervisor, who may be able to assist you financially; each year, the Department provides supervisors with a limited amount of funding for their students which is intended to be used for such purposes.

If your supervisor is unable to help with funding, there are a number of other sources of funding available for PhD students to draw on. Some institutions that Bioengineering students have received grants from in the past are listed below:

**General**
- Imperial College Trust
- Royal Academy of Engineering
- Royal Society of Chemistry
- Institute of Mechanical Engineers
- Physiological Society
- Wellcome Trust

**Subject specific**
- British Heart Foundation
- British Neuroscience Association
- The Guarantors of Brain
- The Electrochemistry Group of the Royal Society of Chemistry
- British Orthopaedic Research Society

Please note that many of these institutions require you to have been a member for a certain period of time before you can apply for funding. Your supervisor, academic mentor, or the Postgraduate Tutor may have further suggestions, particularly for subject-specific funding sources. You may also wish to check the below Department and webpages at:

http://www.imperial.ac.uk/bioengineering/admin/research/funding-travel/
http://www.imperial.ac.uk/study/pg/fees-and-funding/

In addition, it is worth knowing that some conferences and summer schools provide bursaries or funding (e.g. subsidised registration) for students who are presenting work, although you may need to make your application several months before the conference/workshop. Generally, you stand a better chance of obtaining funding for a conference if you will be presenting work there.
## Key dates/Useful dates 2018-19

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 October – 05 October 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>2</td>
<td>08 October – 12 October 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>3</td>
<td>15 October – 19 October 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>4</td>
<td>22 October – 26 October 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>5</td>
<td>29 October – 02 November 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>6</td>
<td>05 November – 09 November 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>7</td>
<td>12 November – 16 November 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>8</td>
<td>19 November – 23 November 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>9</td>
<td>26 November – 30 November 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>10</td>
<td>03 December – 07 December 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>11</td>
<td>10 December – 14 December 2018</td>
<td>Autumn</td>
</tr>
<tr>
<td>12</td>
<td>17 December – 21 December 2018</td>
<td>Christmas</td>
</tr>
<tr>
<td>13</td>
<td>24 December – 28 December 2018</td>
<td>Christmas</td>
</tr>
<tr>
<td>14</td>
<td>31 December 2018 – 04 January 2019</td>
<td>Christmas</td>
</tr>
<tr>
<td></td>
<td>1 (15) 07 January – 11 January 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>2 (16) 14 January – 18 January 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>3 (17) 21 January – 25 January 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>4 (18) 28 January – 01 February 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>5 (19) 04 February – 08 February 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>6 (20) 11 February – 15 February 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>7 (21) 18 February – 22 February 2019</td>
<td>Reading week</td>
</tr>
<tr>
<td></td>
<td>8 (22) 25 February – 01 March 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>9 (23) 04 March – 08 March 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>10 (24) 11 March – 15 March 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>11 (25) 18 March – 22 March 2019</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>12 (26) 25 March – 29 March 2019</td>
<td>Easter</td>
</tr>
<tr>
<td></td>
<td>13 (27) 01 April – 05 April 2019</td>
<td>Easter</td>
</tr>
<tr>
<td></td>
<td>14 (28) 08 April – 12 April 2019</td>
<td>Easter</td>
</tr>
<tr>
<td></td>
<td>15 (29) 15 April – 19 April 2019</td>
<td>Easter</td>
</tr>
<tr>
<td></td>
<td>16 (30) 22 April – 26 April 2019</td>
<td>Easter</td>
</tr>
<tr>
<td></td>
<td>1 (31) 29 April – 03 May 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>2 (32) 06 May – 10 May 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>3 (33) 13 May – 17 May 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>4 (34) 20 May – 24 May 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>5 (35) 27 May – 31 May 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>6 (36) 03 June – 07 June 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>7 (37) 10 June – 14 June 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>8 (38) 17 June – 21 June 2019</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>9 (39) 24 June – 28 June 2019</td>
<td>Summer</td>
</tr>
</tbody>
</table>

### Bank holidays
- Christmas Day: 25 December 2018
- Boxing Day: 26 December 2018
- New Year’s Day: 01 January 2019
- Good Friday: 19 April 2019
- Easter Monday: 22 April 2019
- Early May Bank Holiday: 06 May 2019
- Spring Bank Holiday: 27 May 2019
- Summer Bank Holiday: 26 August 2019

### Graduation ceremonies
- Commemoration Day: Please see website - [http://www.imperial.ac.uk/graduation/](http://www.imperial.ac.uk/graduation/)

### College closures
- Christmas: Thursday 18 April 2019 – Tuesday 23 April 2019 (Inclusive)

### Term dates
- **Autumn**: Saturday 29 September 2018 – Friday 14 December 2018
- **Spring**: Saturday 5 January 2019 – Friday 22 March 2019
- **Summer**: Saturday 27 April 2019 – Friday 29 June 2019

You can also find useful information about key dates on the following websites:
- [http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card](http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card)
- [http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)
Registration & Collecting your ID Card

You will need to register online via the Student e-Service facility as soon as possible after arriving, if you have not done so already. Instructions on how to do this should have been sent to you by the Registry but if you have forgotten your password, or are unable to log on to Student e-Service, please email engineering.admissions@imperial.ac.uk, providing them with your CID number.

Within the Student e-Service facility you can upload a recent photograph of yourself (conforming to Passport standards) for your College Identity Card; you will need this card to gain access to your Department and other College facilities. If you cannot upload a photo, or do not have a suitable one, you should go to the ID Card Office (Security) on level 1 of the Sherfield Building to have your photograph taken.

Before you can be issued with your ID card you will need to complete the Departmental safety induction. Once completed, please collect your ID card from the Student Office. Continuing postgraduates will need to re-register online each academic year, prior to the start of term, to confirm their attendance.

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

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

The College’s Health and Safety Policy can be found at: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/policies/Health-and-Safety-Policy-Statement-May-2015---re-signed-byProvost.pdf
6. PhD Programme Info and Milestones

Your student journey
As a postgraduate student, you’ve already spent a significant amount of time at university, whether here at Imperial College London or elsewhere. Congratulations on your achievements so far; you’ve joined the leading Department for Bioengineering in the UK, at one of the best universities in the world.

Your programme of study in Biomedical Engineering will be complemented by a comprehensive programme of professional development, delivered by Imperial’s Graduate School. This is a critical part of postgraduate study at Imperial. It includes over 100 free professional development courses to enable you to continually develop as a researcher and gain skills that will benefit your career.

You will all have a different journey, and different experiences during your time at Imperial. In the Department you will find many of your fellow students are studying on different programmes. This will be very beneficial for you in developing an interdisciplinary outlook, as it offers opportunities to engage with colleagues who specialise in different areas and have different background knowledge. Bear in mind that some things at Imperial may be very different to previous institutions at which you may have studied. It is best not to make assumptions about rules and what you have to do—always ask your Supervisor, Personal Tutor, Mentor or the Student Office if you’re not sure of something.

We hope that you will find the Department of Bioengineering to be a lively, inspiring place. As you know, university students are expected to take responsibility for their own learning and welfare, but there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

"PhD students from the Department of Bioengineering are also expected to present their work at national and international conferences and have won several prizes for their work."

The PhD in Bioengineering is a research degree awarded on the basis of the thesis submitted, and typically takes three or four years to complete. Our PhD training aims to provide students with a qualification of international standing that is suited for an industrial or academic career.

PhD programme framework and milestones
This document has been slightly modified from Registry guidelines. Find out more at: http://www.imperial.ac.uk/student-records-and-data/current-students/research-degrees/.

NB: All assessment should be by at least one assessor that is independent from the research “group” i.e. from the project and supervisor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Aim</th>
<th>Possible outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 31 October</td>
<td>Non-native English speaking students need to take English Assessment 1, if required</td>
<td>To: 1) ensure communication between the student and the supervisor 2) provide description of</td>
<td>1) Progress 2) Re-submit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 8 WEEKS</td>
<td>Plan of study (typically 2-4 pages) English Assessment 1 (if applicable)</td>
<td>To: 1) ensure communication between the student and the supervisor 2) provide description of</td>
<td>1) Progress 2) Re-submit</td>
</tr>
<tr>
<td>Research Proposal Confirmation (RPC)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Before ESA:
PhDs need to complete the compulsory [online plagiarism awareness course](#) and a minimum of 2 Professional Skills courses at Graduate School.

<table>
<thead>
<tr>
<th>By 8 MONTHS</th>
<th>Early Stage Assessment (ESA) Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report due on 06/05/18</strong></td>
<td><strong>Substantial report (typically 20-30 pages)</strong> to include:</td>
</tr>
<tr>
<td><strong>Seminar on 16/05/18</strong></td>
<td>1) Literature review</td>
</tr>
<tr>
<td></td>
<td>2) Plan for future work</td>
</tr>
<tr>
<td></td>
<td>3) Results to date, if any</td>
</tr>
<tr>
<td>Oral presentation (Viva or seminar)</td>
<td>To show the student has:</td>
</tr>
<tr>
<td>Professional Skills Development requirement</td>
<td>1) an understanding of the field of research</td>
</tr>
<tr>
<td>English Assessment 2 (if still not met the Postgraduate English Requirement)</td>
<td>2) a critical awareness of the relevant literature</td>
</tr>
<tr>
<td></td>
<td>3) an understanding of the direction of their project</td>
</tr>
<tr>
<td></td>
<td>4) the potential to pursue research.</td>
</tr>
<tr>
<td>Data may be minimal and more indicative of ability to perform.</td>
<td>Complete before 12 months</td>
</tr>
<tr>
<td></td>
<td>1) Progress</td>
</tr>
<tr>
<td></td>
<td>2) Re-submit (by 11 months)</td>
</tr>
<tr>
<td></td>
<td>3) Transfer to MPhil registration</td>
</tr>
<tr>
<td></td>
<td>4) Fail/withdraw</td>
</tr>
</tbody>
</table>

**NB:** If the professional skills training and online plagiarism awareness course requirements are not completed by 9 months then the student would be transferred to MPhil and/or prevented from entering the MPhil or PhD examinations. If this requirement is completed late, the department must make a case for transferring back to PhD.

Transfers to MPhil are usually back dated to the original PhD registration date.

<table>
<thead>
<tr>
<th>18-20 MONTHS</th>
<th>Late Stage Review (LSR) Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The form of this review is determined by the student’s department but typically would include:</strong></td>
<td><strong>To establish that the student:</strong></td>
</tr>
<tr>
<td>A presentation</td>
<td>1) understands research problem adequately</td>
</tr>
<tr>
<td>A Plan of future work</td>
<td>2) has a critical awareness of the relevant literature on the subject</td>
</tr>
<tr>
<td></td>
<td>3) has a reasonable plan for future work</td>
</tr>
<tr>
<td></td>
<td>4) has the capacity to pursue research</td>
</tr>
<tr>
<td></td>
<td>5) will complete within the</td>
</tr>
<tr>
<td></td>
<td>1) Progress</td>
</tr>
<tr>
<td></td>
<td>2) Re-submit (within 3 months of first submission)</td>
</tr>
<tr>
<td></td>
<td>3) Transfer to MPhil registration and write up</td>
</tr>
<tr>
<td></td>
<td>4) Fail/withdraw</td>
</tr>
</tbody>
</table>

**NB:** Students who transfer to MPhil at this stage must complete the MPhil within 3-6 months of their initial LSR.
<table>
<thead>
<tr>
<th><strong>37 MONTHS</strong></th>
<th>Students would normally register as Completing Research Status (CRS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By 44 months</strong></td>
<td>Students are required to submit a research degree examination entry form no later than 44 months after initial registration for the research degree</td>
</tr>
</tbody>
</table>
| **Any time** | Students shall have the opportunity to submit a confidential report (not seen by supervisor) to their Director of Postgraduate Study (DPS) or Postgraduate Tutor; the Student Office will send reminders of this with each milestone.  
   Or can use our always accessible [PhD Bioengineering Confidential report form](https://imperial.eu.qualtrics.com/SE/?SID=SV_2lx02eW8xvZNNFr): |

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## Notes

- **registration period**
- **6)**
7. Examination Procedures

Research Proposal Confirmation

The Department requires all new research students to submit a plan of their proposed research 8 weeks after starting. The research plan is an important document as it is the basis against which your future progress will be measured. The plan 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. The research plan should be submitted via Blackboard with the form being submitted via hardcopy to Student Office, RSM 321c. Further details on submission will be emailed to you nearer to your deadline.

Early Stage Assessment (ESA) and Late Stage Review (LSR)

All research students register directly for the degree of PhD/MD(Res). The College requires that – following the Research Proposal Confirmation (RPC) – progress during registration must be formally monitored at two key stages:

- At 7-9 months for full-time students (18 months for part-time students), and;
- Between 18 and 23 months for full-time students (30-35 months for part-time students).

Early Stage Assessment (ESA)

All students must undergo an assessment of their research potential at 9 months to determine whether registration for the PhD can continue. This means, at the 9-months’ mark, the ESA report, the seminar and potential viva voce examinations need to be completed. Hence the ESA report is submitted at 7-8 months’ mark.

The purpose of the ESA is to confirm that you have:

- An understanding of your field of research and the direction of your project
- 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 English language support. Bioengineering ESA requirements are:

- Submission of a written report
- Giving a seminar
- If necessary, undertaking a viva voce examination

Your report should be no more than 20 pages in length - and no more than 9,000 words including captions, appendices and references. Please ensure you keep to this limit as reports over the word limit will NOT be accepted; you will be asked to re-write the report to meet the requirement. You should include the word count on the front of your report.

Reports with inadequate quality of written English and poor structure will be returned, and you will have 3 days to rewrite/correct the report. Use spellchecking, and make sure that you are consistently using the 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. Figure axes must be correctly labelled.

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 office-mates 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 proposed structure of the report is the following, unless your supervisor asks to use another one:

<table>
<thead>
<tr>
<th>Title page (not included in page count)** (copy at the end of this document)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
</tr>
<tr>
<td>Background/literature review</td>
</tr>
<tr>
<td>Research strategies/methods</td>
</tr>
<tr>
<td>Progress to date</td>
</tr>
<tr>
<td>Plan to completion (Gant chart)</td>
</tr>
<tr>
<td>References (not included in page count)</td>
</tr>
</tbody>
</table>
When writing your report, please ensure you are familiar with the College policy on plagiarism – see details on the College website here:
http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/

The ESA report should be submitted via Blackboard with the ESA-FORM being submitted via hardcopy to the Student Office, RSM 3.21c. Further details on submission will be emailed to you nearer to your deadline. You should discuss the submission deadline with your supervisor and ensure that you send a draft report to them to get feedback well in advance of the deadline. Extensions will not be given to accommodate those whose supervisors are on leave from the College.

Your report will examined by two independent academic staff (assessors). The assessors will be selected by the Director of Postgraduate Studies, in consultation with your supervisor and with regard to the involvement of other departments in the project. You are encouraged to get feedback on your report from your supervisor at an early stage in the writing process.

Seminars will be 20 minutes duration plus 15 minutes questions and will normally be part of a research day where other ESA talks are also heard. Your supervisor(s) and assessors will be present at the seminar and question session, along with other members of the Department’s academic staff, including at least one member 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 talk and question session.

Possible outcomes
There are four possible outcomes of the ESA:
1) Pass (continuation of PhD registration)
2) Resubmission/re-assessment within 2 months
3) Transfer 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 (this decision to be made in the absence of the supervisor), or if the supervisor signals problems. Interviews will be conducted by the two assessors.

If a student is asked to resubmit, this must be done within 2 months at the most. 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 transfer to MPhil status, in which case they will be given guidance on how to write up for MPhil within a 24-month deadline. Failure decisions will 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 collect their reports and obtain more detailed feedback.

English Language Requirements
Students who are required to take an English test at ESA should do this as close to the date of the ESA as possible (before the ESA seminar if possible). Progression will not be confirmed until the results of the English test have been received. Please contact the Centre for Academic English (english@imperial.ac.uk) to check the date of their next test at ESA.

Graduate School Professional Skills Development course requirement
You must fulfil the Graduate School Professional Skills Development and Online Plagiarism Awareness course requirements before the Early Stage Assessment. Failure to do so may result in transferring your status from PhD to MPhil.
Late Stage Review (LSR)

A second review of a student’s PhD research ability must be undertaken between 18 and 24 months (between 30 and 36 months for part-time students) after the date of initial registration. MD(Res) students who submit an exam entry between months 18 and 24 may be exempt from this requirement.

In Bioengineering, the purpose of the LSR is to confirm that the student has:

- 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 required to present a poster detailing your achievements and a research plan, and give a brief oral presentation.

The poster presentation may take place on a dedicated day in the Department. (so-called PhD Symposium). Each poster and the complementary oral presentation will be evaluated by at least two members of academic staff who are not involved in the supervision of the student, with one exceptional poster being put forward to the Graduate School Research Symposium’s poster competition. Please note that minor changes may be made to the LSR in response to student and staff feedback on the process.

Possible outcomes

Possible outcome of the Late Stage Review are the same as those for the ESA, however any resubmission at this stage should be completed within 3 months.

Assessment Deadlines

The Student Office will contact you with deadline reminders and further information about your assessments at the appropriate time. You can also find additional information and guidance on the ESA/LSR at http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/.

The Departmental Policy on Late Submission of Assessment Work

Students who have submitted their work late should let the Student Office know if there are any mitigating circumstances that may have caused the late submission. It will be up to the discretion of the examiners as to whether they accept work that has been submitted after the deadline. If it is accepted, the examiners will consider the fact that the submission was late during the examiners’ meeting on the seminar day for ESAs, and after the poster session for LSRs. This may have implications on the final result.

As previously mentioned, failure to fulfil the PGR English, Professional Skills Development and Online Plagiarism Awareness course requirements in time may result in transferring your status from PhD to MPhil.

Completing your studies and submitting your thesis

Default registration for PhD students is 3 years, however all full-time students must submit their theses within 4 years of initial registration. Before the end of your third year, the Student Office will contact you to ask your plans for your fourth year. At this point, students may either extend their registration for part or all of the fourth year (on payment of full tuition fees), move to Completing Research Status or Writing Up Away from College.

Writing up (Completing Research Status-CRS)

Research students are currently permitted to write up their thesis in College for up to twelve months immediately following the end of their registration on payment of a £200 registration fee. This is referred to as Completing Research Status (CRS). You may only enter CRS once you have completed all experimental/lab work. This means that you will not have access to the labs while you are in CRS.

CRS gives you continued student status and access to the library and College facilities without paying tuition fees. To be eligible to register as a CRS student, you must have completed the minimum period of registration (24 months for full time students) and completed all experimental and programming work. A formal CRS milestone must be completed to ensure that you have completed all substantive research and that during the CRS period you will be solely engaged in writing up the thesis.
If you do not require access to College during your writing up period, you can apply for Writing Up Away from College status (WUAC). Students on WUAC will not have access to College facilities and may be asked to vacate their desk in the Department.

Some students may be ready to write up before the end of their registration period. This is allowed as long as they have been registered for more than 24 months and the supervisor can confirm that all experimental work has been completed.

It should be noted that writing up or registration status does NOT affect your thesis submission deadline which will always be 4 years from first registration.

To learn more about writing up, please visit: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/

Exam Entry Forms
As soon as possible after entering writing up status, and no later than 4 months before submission of the thesis, you should submit your exam entry forms: the nomination of examiners and exam entry and description of thesis forms. These should be completed in conjunction with your supervisor and submit the completed electronic form to the Student Office, who will arrange the necessary approvals. Further instructions on how to submit will be made available closer to the time. All forms and related information can be found on the Registry exam entry website at: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/

Submitting your thesis
According to Imperial College regulations, PhD programmes must be completed within 48 months for full-time students and 72 months for part-time students. Please note that funding for most research students is for a three-year period of research, so that the work-plan has to be directed to completion of studies within this period. Thesis submissions after the 48-month deadline are not permitted. The Department must make special cases on behalf of students for any theses submissions after the 48-month deadline. These are considered by a College panel and may be rejected.

Of course, it is also highly beneficial to you to submit on time, not only in terms of funding but also in terms of your personal career. It should be noted that the four-year submission limit is independent of the student's registration status – i.e. a student may submit even if their registration has expired, as long as they are within the 4-year deadline.

If your research is delayed for any reason, you are encouraged to speak to your supervisor to consider whether the research plan needs to be adapted in order to meet the thesis submission deadline. In some cases (e.g. prolonged health-related issues), an interruption of studies may be appropriate. Please refer to the later section in this handbook on interruptions of studies. Detailed instructions and notes on the submission, format and binding of your thesis can be found on the Registry website at: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

The College requirements for the MPhil/PhD thesis can be found online at: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/.

Your PhD viva
Your supervisor will be responsible for making arrangements for your viva including contacting your viva examiners. You will be expected to present and defend your thesis to your examiners and answer questions on your research. A summary of the outcomes of the viva is shown below.

1) Pass.
2) Pass, subject to minor amendments to be completed and checked by one or both of the examiners within three months.
3) Not pass, but candidate allowed to re-write the thesis and resubmit it within 18 months for examination by the same examiners (a further oral examination is at the discretion of the examiners).
4) Not pass, but be allowed to submit to a further viva voce examination within 18 months on the same thesis and by the same examiners.
5) Fail PhD, awarded MPhil degree
6) Fail PhD, awarded MPhil subject to making specific minor amendments to the examiners’ satisfaction within 3 months.
7) Fail PhD, but either has met the requirements for the MPhil or might after revision of the thesis during a 12 month period be able to meet the requirements for the MPhil.
8) Outright fail. No further entry to the PhD or MPhil degree will be allowed.

Please read the College Regulations for PhD students for full details of the requirements for the degree of PhD and possible outcomes of the viva: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/.

E-thesis: requesting an embargo
The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release. This is referred to as an embargo. An embargoed thesis will not be available to read, on Spiral or in print, until an agreed date. Students should discuss with their supervisor whether their thesis should be embargoed and tick the appropriate box on the Thesis declaration form.

For information on open access to research degree theses, and on how to apply for an embargo: http://www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/ http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/

Please contact the Research Degrees Team if you have any queries regarding the etheses policy or an embargo.

The Bioengineering “Good-Timing!” Award
Because submitting your thesis in time is such an important issue for you and for the Department, we introduced the “Good-Timing!” Award. All PhD students who manage to submit their PhD thesis before 48 months will receive a reward of £50 plus £25 towards the costs of binding for one copy of their thesis. This is not a fortune, but after you have finished your PhD there might be some occasions where a little bit of extra money might be welcome to celebrate your great achievement!

Bioengineering Short Courses available to PhD/MRes students
The Department will be running some short workshops for PhD/MRes students that aim to provide research students with additional training for their research project. The Student Office will contact you about these in the first term.

BE9-MCM Computational Methods for Bioengineering
Introduction to MATLAB for bioengineers. Use of MATLAB for analysis of physiological data, and preparing scientific figures. Advanced MATLAB programming. Python programming: differences between MATLAB and Python, the use of Python/gnuplot to prepare scientific figures, Numpy, Scipy. A “workshop” to which students bring a problem related to their research project, and use MATLAB or Python to solve it.

BE9-MROIT Optical Imaging Techniques
Students will attend lectures on the theory and underpinnings of optical imaging techniques in bioengineering, including light and confocal microscopy and multiphoton imaging. Practical instruction will be given in the use of confocal and two-photon microscopes, with samples provided by the students or from a standard set.

BE9-MRTMB Techniques in Molecular Bioengineering
This course will teach wet lab skills for molecular biology, applying them to a particular model, the eNOS-GFP mouse. General molecular biology laboratory procedures and safety implications. Genotyping transgenic mice using PCR, gel electrophoresis and imaging. Western blotting and site-directed mutagenesis.

Bioengineering Modules
Research students in the Department are permitted to audit (i.e., to attend but not be assessed for) any taught subject-specific courses offered by the Department (or elsewhere in the College – see below). Attendance on UG/MSc courses should not be arranged without consultation with your supervisor and the Student Office.
Full details of all UG and MSC courses can be found online on the Departmental webpage: 
http://www.imperial.ac.uk/bioengineering/admin/current-pgt/options/b9a1/

**Journal Clubs**
Many groups within the Department run a journal club or hold regular group meetings, at which students may discuss their work. Your Supervisor will be able to advise you which of these may be appropriate for you to attend.

**Departmental seminars**
The Department holds weekly seminars in term time, details of which can be found on the Departmental seminar webpage:  
http://www3.imperial.ac.uk/bioengineering/events/departmentalseminars
Research students are expected to attend Departmental seminars. The Department's research covers a broad range of subjects and many – probably most – of the seminars will not be directly relevant to the topic of your project. Nevertheless, you are in the Department to gain experience of bioengineering research in general rather than in one narrow area. At your viva, you may well be asked questions that are not specific to your research. Furthermore, experience shows that even when a seminar is not in your area, it can often spark ideas or inform you about methods that will be of value for your own project. In this respect, the Department offers a truly interdisciplinary research environment that provides you with a unique opportunity to broaden your scientific horizon. If you are in your first year then you should attend at least 8 seminars.

**Becoming a Graduate Teaching Assistant**
Research students are encouraged to take part in the Department’s teaching programme. This is an excellent way of (i) developing understanding of bioengineering, (ii) gaining valuable career experience of interest to future employers, and (iii) earning a little extra income.

Students are employed as Graduate Teaching Assistants (GTAs), and commonly take part in activities such as demonstrating in practicals, marking progress tests (but not those that count towards the final degree mark), helping with study groups and problem classes, etc. Most funding bodies encourage such activity by the students they support but place a limit on the maximum number of hours of teaching assistance that can be given. The Faculty of Engineering and the Graduate School run workshops for research students who teach and assess.

There are web-based materials for GTAs on a range of topics, from taking part in marking to ideas about how students learn, including some frequently asked questions. For more information, see the website of the Centre for Educational Development at http://www3.imperial.ac.uk/edudev/about.

If you are interested in becoming a GTA, please ensure that you attend the GTA Introduction, normally held in the first week of term. More information is available on the Departmental website.

**Taught modules in other Departments**
Your Supervisor may also suggest that you attend College modules in other departments if they are relevant to your research. Please contact the Student Office in the relevant department directly for information on the modules they have available.

**Graduate School Professional Skills Training Programme**
The College Graduate School offers a free comprehensive Professional Skills Training Programme for postgraduate students. These courses in professional and developmental skills vary in length and format from one-hour lectures to three-day interactive workshops and are designed to support your personal development and to help you achieve success as a researcher and to enter and progress in your chosen field.

Students are required to:

- Choose three courses from the Graduate School, to complete prior to the ESA, from across the entire Graduate School programme. These courses can be from any phase (e.g. underpinning, consolidating, completing and enriching).
Also note that any students from previous years who have not yet met the requirement will be subject to the new rules. A booklet detailing the courses is provided in your welcome pack and full details can also be found on the Graduate School website at:

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/

Vitae/UK GRADschool courses

Vitae (http://www.vitae.ac.uk) is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. They provide resources, advice, information and fora for individual postgraduate researchers who are interested in their professional development and careers.

Vitae activities include:

- A dedicated researchers' portal with information, news and opportunities
- A programme of national courses and activities including; ‘GRADschools’, three to four day experiential programmes for postgraduate researchers focusing on developing their professional skills and career goals; ‘Careers in Focus’ programmes; and other activities
- Labour market and careers information, including surveys and research opportunities to input to national policy developments and initiatives.

Hints and tips for giving good seminars

You will be required to give a number of presentations or seminars during your studies, including at least two Departmental Seminars. Therefore, here are some tips on giving a good seminar.

Structure

Your talk should have a strong structure that resembles a written paper: including sections such as ‘Summary, Introduction, Methods, Results, Discussion, Conclusions, and Acknowledgements’ is a common approach, although this will vary with the subject matter. For example, lots of little method-results pairs throughout the talk might be better if your work is not based on one technique. It might be good practice to end your introduction with an overview of what you will be saying in the rest of the talk. Somewhere in the first part of the talk there should also be a statement like “The aim of this study was...” or “Our hypothesis was...” Make the structure apparent to the audience – e.g. by having slides headed “Aims,” “Conclusions,” etc.

The Introduction should explain for a scientist in a different field what the underlying motivation is for the work. Make sure the audience understands the context and has no difficulties seeing what has been done in your area before and what it is you add to it in terms of scientific value. The most common error of inexperienced speakers is to give too little introduction, so that the audience are lost for most of the talk. It is much better to omit data than to give lots of data that are not understood because the Introduction was inadequate.

Your methodology and any abbreviations or jargon – particularly phrases that might mean different things in different fields – must be explained. However, at a seminar for a general audience you should explain the methods in less detail than you would in a paper where the requirement is that somebody else should be able to repeat the work. It is another common beginners’ fault to spend too much time on what has cost you most time, e.g. getting the experiments to work.

The results are the heart of the talk and it is here that the presentation of your slides makes most difference to whether or not the audience understands you. If things are getting too complex, insert a brief summary slide after a series of data slides.

The conclusion should give a take home message that you wish to convey. Common themes are: a quick summary of your major findings, an interpretation of their significance and their consistency/inconsistency with previous data, and suggestions for what you intend to do next, or should have done differently. For ESA talks, examiners are particularly looking to see whether you have a route towards obtaining a PhD’s worth of data: how will you overcome methodological problems, what is your fall-back strategy, etc.
Timing
Going over time cannot be permitted for ESA seminars because of the large number of talks that are scheduled, and in any case is irritating to the audience. Although the seminars are nominally 20 minutes, allow some time for people to reach their seats and an introduction by the chairperson – and the computer crashing, of course! Arrive before the talks start to load your presentation.

Do not try to cram too much into the 20 minutes. It is always tempting to try to show how much you have done, but it actually looks much better to give a cool, calm and collected talk of the correct length. Don’t gabble like a horse race commentator to squeeze more in. The Physiological Society, for example, has a rule of no more than 6 slides for a 10 minute talk, although this is meant to apply to complex data slides.

Presenting
PowerPoint is the de facto standard for modern presentations – leave overhead projectors to the old folk! A serious problem with PowerPoint is, however, that it tempts you to face the screen rather than the audience. Try to avoid this – face the audience except for brief moments when you turn to point at the screen. Make eye contact with the audience. This gives you an impression of whether or not you are being followed. Can you get people to nod when you raise your eyebrows in a “do you understand” way? If not, try to repeat your point in different words. You don’t have to hide yourself behind the computer desk except when pressing buttons. Walking forward into the audience increases rapport.

Remember that the audience will not have seen the picture before so take them through it slowly. Point to the axes of a graph, for example, and say what they are before trying to explain the graph. If you have too many pictures the presentation becomes rushed and pictures are removed from the screen before the audience has had time to register the details. Once you have ‘lost’ your audience, in this manner, you often do not ‘recover’ them again.

Remember everyone is nervous when speaking. The adrenaline, in fact, improves your performance. Small errors always stick in your mind and feel like disasters whereas the audience usually have forgotten them even before you have finished speaking. Try to look relaxed even if you are not; a tense speaker makes the audience tense. Smile! Tension comes from over-motivation, so remember that this is part of your training – we are not expecting perfect knowledge or presentation skills. A common particular cause of tension is being worried that you will be caught out by the questions. Try to think of this as a valuable way of gaining experience of the questions you might receive at a conference, as a useful way of anticipating referees’ objections for papers or examiners’ questions at your final viva, and as a way of gaining information that could help your project. Listen carefully to the question and if you do not understand it, ask for clarification. If you cannot answer directly, say so and explain what you do know that may be of relevance.

It helps you to be relaxed if you know your initial few sentences off by heart. Try not to start with “my talk is entitled…” this often looks silly because the last words of the chairperson are likely to have been exactly the same.

Do not learn the rest of the talk by heart and do not read it. These lead to an excessively dull speaking tone. Try to modulate your voice – sound as if you are interested, which shouldn’t be too difficult because it is your research project you are presenting! If necessary, keep brief notes on prompt cards. Alternatively, hide your prompts to yourself within your slides, but do not read from your slides - see below.

Try to be enthusiastic and positive about what you are saying. Don’t make excuses, e.g., “I am sorry about this part of the work not being very good” or “I am afraid that this is a poor figure”. This really turns off the audience.

Practice does make perfect. Try your talk for timing beforehand and, if possible, get other people to listen and give feedback, e.g. at a lab meeting. Practicing in front of a critical audience is the best preparation you can have. Take the feedback seriously and incorporate suggestions which make things easier to understand in your actual presentation. Knowing that you are well prepared for your talk gives you confidence and makes you feel more relaxed.

Finally, it is a good idea to try to anticipate questions and to have answers ready. Have spare slides after the end of your talk that can be used to answer these questions.

PowerPoint style
Slides must be clear. Put in the minimum information needed to convey your point. If possible, use one slide to convey one point. Minimise jargon and abbreviations. If they are necessary, explain them within the slide.
Do not use too many fancy effects - e.g. text doing somersaults, etc. – as they can become irritating. Do not use light coloured text on a light background or dark text on a dark background. The standard backgrounds which are shaded from light blue to dark blue give you a no-win situation – avoid them. Use fonts 18 and use upper case or bold lettering where possible to enhance readability. It is better to use big letters without spaces between lines than smaller letters with spaces.

Data slides must be easy to understand: not too many lines or bars on graphs and charts, axes clearly labelled, meaningful labels and titles, colour coded, not too many items in tables, etc. It is much better to avoid keys/legends and to have bars and lines labelled directly by neighbouring text – if the figure is too crowded for this, worry that it is already too complex.

For figures, lines should be thicker and text larger than you would use for a printed figure. Graphs are more readable without fancy backgrounds. For bar charts, use simple fill colours, not patterns. If you have numerous slides showing, say, different assays applied to the same group of treatments, keep the colour coding and the order of the bars consistent between slides.

Do not read your slides. Especially, do not display large chunks of text and then read it out – this is very boring. And don’t put up slides and say “you don’t need to read this but…”, or put up large amounts of data and say “this is too small to read but…”

This might sound like a lot to remember and hard work to prepare a good presentation. But keep in mind that it can be very rewarding giving a presentation where you connect with the audience, establish interest, and inspire a fruitful discussion about your project afterwards.
8. Plagiarism

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution. For further information, please refer to the Academic Misconduct Policy and Procedures section in this handbook.

Plagiarism is defined by the College as:
"Plagiarism, which is the presentation of another person's thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations."

Plagiarism can occur in a number of ways. The six main types of plagiarism include:
- Collusion
- Cut/copy and paste
- Word switch
- Concealing sources
- Misinterpreting common knowledge
- Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it. For further information, please refer to the Academic Misconduct Policy and Procedures section in this handbook or the College’s Plagiarism, Academic Integrity & Exam Offences site:


https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/masters-students/

Or, you can seek help from your tutor or Liaison Librarian:

http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/.

Why is it a problem?
At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use a number of methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.

It is important that you:
- Know what plagiarism is, and why it is an academic offence
- Are aware that all material you use from online and print sources should be acknowledged properly
- Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
- Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
- Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

What happens if I commit plagiarism?
• The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  o These penalties could include:
    ▪ A mark of zero for the assessment in which the examination offence occurred
    ▪ A mark of zero for all the assessments in that year
    ▪ Exclusion from all future examinations of the University (i.e. expulsion from the university)
• Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity for work submitted by that group and may be liable for any penalty imposed.
• More information about the consequences of plagiarism is available in the College’s ‘Cheating Offences Policy and Procedures’.

Key points to remember:
• All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples’ work you must clearly acknowledge and identify your sources.
• You must not present another person's work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
• Direct quotations from the published or unpublished work of others, must always be clearly identified as such by the use of quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from several different sources just as much as a single unacknowledged long quotation from a single source.
• There is guidance available on quoting in different referencing styles available:
  o Vancouver:  http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/citing/
• If you summarise or paraphrase another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography.
• Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
• The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
• Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
• If you become aware that a member or members of the group may have plagiarised part of the group's submission you have an obligation to report your suspicions to your Personal or Senior Tutor.
• The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
• The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard (http://learn.imperial.ac.uk). This is a system that reads the submission and compares it with a very large library of existing material, and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.
9. 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.

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

- South Kensington
  - Exhibition Road, SW7 2AZ

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. Download the timetable at:
  www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Facilities

Maps
Campus maps and travel directions are available at:
  www.imperial.ac.uk/visit/campuses

Accessibility
Information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides:
  www.disabledgo.com/organisations/imperial-college-london-2

Smoke-Free Policy
All Imperial campuses and properties are smoke-free. This means that smoking by staff and students 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

Café and refreshments
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.

Accessing the Department
Your ID card will give you access to the Department and laboratories (where appropriate/requested). In the interests of safety and security, please:
- Do not prop doors open
- Be aware of tailgating (someone following you through an access-restricted area)

You may work in the Department only between specified times, as detailed below. If you need to arrange other access please speak to your supervisor, tutor or the Student Office. College Security is very strict about this and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please contact staff at the Student Office (RSM 3.21c).
Access times for different users in the Department of Bioengineering:

<table>
<thead>
<tr>
<th>ID card group</th>
<th>Times</th>
<th>Days</th>
</tr>
</thead>
</table>
At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps: Get permission from your supervisor and the lab lead PI.

1. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out.
2. Ensure the induction is carried out and the form completed (see Link to Swipe access information: http://www.imperial.ac.uk/bioengineering/admin/info/swipe/ for more information)
3. Complete the online access request (including the uploading of the completed induction form).

Computer access
Computer access and printing is available in the Student Common Room (3.06 RSM). Students can also use G.08 on the ground floor of RSM.

Printing
The Department has black/ white and colour photocopiers in the utility areas on Levels 3 and 4 and in RSM 3.06 which are accessed using your ID card. These can also be used as printers and scanners via the ICT print service – check http://www.imperial.ac.uk/ict/printservice for information on using this service. An additional colour (ICT) copier/printer is available in RSM 3.38.

If you have problems with these machines or your swipe card, please contact ICT - do not try to correct problems yourself. All student groups/years 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.

Virtual Learning Environment (VLE): Blackboard
The Department makes use of the ‘Blackboard’ virtual learning environment - a web-based system hosted by ICT. You can login to Blackboard from the following link: https://bb.imperial.ac.uk/

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on 0207 59 49000. Alternatively you can raise an issue via the ASK ICT service (https://imperial.service-now.com/ict/).

Panopto
Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the lecture theatres RSM 147 and RSM 228 are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, please speak to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (https://bb.imperial.ac.uk) and find the link called ‘Lecture Recordings’ in the left-hand menu. You will be prompted to log in once you click on the link.
You can find out more about Panopto and lecture recordings at: [http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/).

Before using Panopto, please ensure you have read the College’s guidelines on audio and video lecture recording: [https://www.imperial.ac.uk/media/imperial-college/whats-on/public/Audioandvideolecturerecordingguidelines.pdf](https://www.imperial.ac.uk/media/imperial-college/whats-on/public/Audioandvideolecturerecordingguidelines.pdf).
10. Life in the Department

We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you, whether you are a first year, a final year, or a postgraduate student.

There are also many opportunities available to you as a student of Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: https://www.imperial.ac.uk/students/.

Seminar programme
The Department of Bioengineering hosts a seminar programme on Wednesdays at 4pm, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: http://www.imperial.ac.uk/bioengineering/whats-on/events/.

Outreach
The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information, or to find out about getting involved, you can:
- Contact the Admissions and Outreach Manager Lorna Stevenson (lorna.stevenson@imperial.ac.uk)
- Visit the website at www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/
- Find out more about Outreach Postgraduate Ambassadors (OPA) www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opa/

Prizes and awards in the Department
There are many prizes and awards received each year by students in the Department of Bioengineering. These can be specifically for undergraduates, postgraduates, or for any students in the Department. Some are run by the Department and others are College-level awards. You can find out more about these awards and prizes, including background information and eligibility, on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/prizes/.

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 has been run, since its inception, with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. All undergraduate and postgraduate students enrolled in the Department of Bioengineering are automatically a part of the Bioengineering Society.

Find out more by looking at the Society’s website: https://www.union.ic.ac.uk/guilds/bioeng/.

Imperial College Union-Engineering Students’ Association
The IC Engineering Students’ Association has the following objectives:
- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.

Find out more by looking at the Association’s website: http://www.cgca.org.uk/studentcentre/

Other activities
There is a very wide range of non-academic activities available and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employers value.
Fresher's Fair in Week 1 gives you the opportunity to see what is available and introduce yourself to the organizers of those activities. Find out more on the website at: http://www.imperial.ac.uk/students/new-students/welcome-week/.

**Staff-Research Student Committee of the Department of Bioengineering**

The Staff-Research-Student Committee serves as forum for exchange of students’ views and experiences and as a mechanism for compiling students’ complaints and suggestions. The committee currently meets 2-3 times a year (usually in May, July and November) and feedback will normally be disseminated to students shortly after these meetings by the student representatives or the Postgraduate Administrator. In addition, information from these meetings is collected by the Student Union in order to present a global view of the College.

More details can be found here: http://www.imperial.ac.uk/bioengineering/admin/research/srsc/

The Department will normally have two or three research-student representatives who will be elected in the first few weeks of term. The research student reps organise social functions as well as representing research students on the Staff-Student Committee. All student representatives will be offered full training and on-going support and development by the Imperial College Union.

More information about the Academic Representation Network can be found here: https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.
11. Health and Safety

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

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

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


The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

The College’s Health and Safety Policy can be found at:

The Department will provide, manage and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled. The Department and College will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety. Specific methods of research and the safety of this is the responsibility of the Principle investigator. As a student, you must not work alone and unsupervised, nor out of hours.

Your Departmental Safety Manager is:

Ken Keating (k.keating@imperial.ac.uk)
Room C01 – Bessemer building level 2
Telephone +44 (0) 20 7594 5170, 07590250478

All major health and safety decisions are made by the Departmental Safety Committee, which meets termly. Information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety

Further safety specific information regarding the departmental processes and procedures can be found at the departmental website: https://www.imperial.ac.uk/bioengineering/. (Internal > health and safety) It is essential that you ensure to familiarise yourself with these sites.

Emergency procedures
In an emergency, dial extension 4444 from any internal phone or 020 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this to ensure that the emergency services gain site access.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages or intruders yourself. More information about fire safety is available on the Fire Safety website: http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building, particularly out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.

Fire alarms
The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages or intruders yourself.

Building evacuation
Familiarise yourself with the various evacuation routes and use the nearest staircase - see the maps at the end of the safety section in this handbook. Do not always head for the main staircase in the RSM regardless of where you are as this gets very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”.
From the main RSM staircase the fire exit is onto Prince Consort Road. The assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is by the Queens Tower.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings. **PEEPS:** to arrange a **Personal Emergency Egress Plan** please [see the college guidance](#) and contact the Departmental Safety manager.

**First aid**

Local emergency help is provided by qualified first-aiders – [see the departmental website](#) for a list of who these people are in the Department. If no local help is available, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000.

**Evacuation routes**
Safety Induction
There will be a safety induction lecture during the first week of term - you are required to attend and a register will be taken.

Laboratories and Workshops
Undergraduates and MSc students may not use laboratory or workshop equipment without permission and until training has been given. All local rules must be adhered to at all times.
Please note
- that you will not be given access to the labs until you have completed the necessary safety procedures, training and inductions - therefore do this promptly when you are asked.
- departmental technical staff are here to assist you in your project, however please be aware that these are busy roles with many people to help so please plan in advance and make arrangements in plenty of time to avoid disappointment.

Practical Classes
For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class.

Accidents and Near Misses
All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class. It is then essential that a SALUS report is filed to allow this to be logged and any potential lessons to be learned, or improvement/fixes to be made to help prevent future occurrences.
It is appreciated that mistakes happen and that we can all make them from time to time. The department fosters a strict no blame culture and would like all occurrences to be reported on SALUS in order for us to ensure the safety of each researcher, staff member and student within it. We are all responsible for safety.
Health Clearance for work with pathogens, GMOs, or unfixed human tissue

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity. You will need to complete a Biological Agents Health Questionnaire and send this to the College Occupational Health Service (OHS) at South Kensington. The questionnaire can be downloaded from the OHS web page (http://www.imperial.ac.uk/occupational-health/).

Following completion of the questionnaire, you and your Supervisor will be notified by email that you are cleared; you will only be called in to the OHS for a clinic attendance if you need a vaccination or you declare a health problem that requires a further assessment.

Students who will not be directly handling unscreened blood or who will be handing only screened samples e.g. blood supplied by the NBS do not need health clearance or vaccination.

Health surveillance enrolment for work with laboratory animals

Any student who will be working with live laboratory animals must enrol for health surveillance with the College OHS before commencing their research programme. Enrolment is not required prior to licensee training.

You will need to complete an animal allergy surveillance enrolment questionnaire and arrange an appointment with the OHS for a mask fit test and lung function testing. You should only arrange the appointment when you are within 2 to 3 weeks of commencing their research work. Forms can be downloaded from the OHS web page.

Confirmation of your enrolment will be emailed to you, your Supervisor and the manager of the animal facility in which you will be working.

NHS Health Clearance

All postgraduate students who will have contact with patients in a clinical environment have to complete NHS infection control clearance. This health clearance is carried out by the College OHS. You should complete a Postgraduate Health Clearance Form and arrange an appointment with an OH Adviser at the College OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment. Forms can be downloaded from the OHS web page.

When you complete health clearance, a certificate will be stamped and returned to you to pass to your Supervisor.

Emergency assessment and treatment of laboratory accidents

Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OHS at South Kensington. For information on the urgency and form for assessment consult the laboratory accident guide issued by the OH Service in 2008. If you would like to receive some copies contact occhealth@imperial.ac.uk.

Ethics

According to the Imperial College Ethics Code, to which all members of academic staff are committed to adhere to, support and promote, any project work must comply with the key principles of the code. For postgraduate research students, these include:

- Careful consideration and formal processes for guaranteeing the safety of your colleagues (including yourself) when engaged in research and teaching;
- Protection of data and privacy of students, colleagues and volunteers engaged in College related activities;

Approval of projects with ethical implications

Before a project with ethical implications can be started, it has to go through an Ethics approval process. This process is overseen by the Imperial College Research Ethics Committee (ICREC). This committee was founded to deal with research projects that can involve human participants or volunteers directly or indirectly. Such projects are, for example:

- Questionnaire studies involving volunteers;
- Work on developing new surgical or diagnostic equipment;
- Projects using observational or survey data.
Some projects need to seek Ethics approval upon allocation, and students will be expected to work closely with their project Supervisor to submit an Ethics approval request before they can start.

**What to consider when working on projects with ethical implications**

- Potential research subjects need to be fully informed about the purpose, the type of research methods, likelihood, degree and nature of risks.
- All information shall be compiled in a leaflet and given to the potential participants; they should have at least 24 hours to consider taking part.
- Potential research subjects can choose whether they want to participate or not. Their consent needs to be written down and recorded.
- Verbal consent is only sufficient with prior written approval from the Ethics Committee.
- Ensure that participants and/or volunteers must be informed that they can withdraw from the experiment at any time; it should be clear that their involvement is voluntary and that they shall not be disadvantaged in any way.
- Where personal information is stored on a computer, the College has an obligation to comply with the Data Protection Act 1998. Further information can be found here.

**Working with personal (patient) data**

- Where a project is using personal information, the report or thesis needs to have provisions that the subject will be fully informed in advance, including information on the nature of the data required and how the data is used.
- Subjects need to have the freedom to decide whether their data can be used or communicated or not.
- For research involving human tissue, such tissue should be anonymised. Sample codes should be used (pseudonymisation). Such projects not only need the approval of the ICREC but must also comply with the requirements of the Human Tissue Act, including ensuring samples can be traced back to the donor.

**Recording ethical implications in the report**

- Reports and theses need to have a statement, saying that (when appropriate to the project):
  - The project has been approved by the Imperial College Ethics Committee, including the approval number.
  - The patients/participants gave consent to use their data.

If you are in doubt about any of these issues, you should speak with your Supervisor. All students who will require access to clinical facilities as part of their research should try to attend the Clinical Orientation Session in the department during the Welcome Week in early October. This will cover patient confidentiality, clinical biohazards, criminal records checks and chaperoning requirements. The timetable for the Welcome Week will be published online at: [http://www.imperial.ac.uk/bioengineering/admin/research/timetables/](http://www.imperial.ac.uk/bioengineering/admin/research/timetables/).
F I R S T A I D E R S
Department of Bioengineering
FOR EMERGENCY MEDICAL ASSISTANCE
9AM to 5PM MONDAY TO FRIDAY
PLEASE CONTACT ONE OF THE FIRST AIDERS LISTED BELOW

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Sabrina Skeete</td>
<td>RSM G.04</td>
<td>020 759 46764</td>
<td>B615</td>
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<tr>
<td>Martin Holloway</td>
<td>RSM 3.07</td>
<td>020 759 45176</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Paschal Egan*</td>
<td>RSM 4.24</td>
<td>020 759 46497, 078 728 50025</td>
<td>B220</td>
<td>020 759 46347</td>
</tr>
<tr>
<td>Nick Linton**</td>
<td>RSM 4.38</td>
<td>079 894 36479</td>
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<tr>
<td>Edit Toth</td>
<td>B215</td>
<td>020 759 45191</td>
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<tr>
<td>Kemi Afolaju</td>
<td>B216</td>
<td>020 759 45179</td>
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<tr>
<td>Joel Eustaquio</td>
<td>C01</td>
<td>078 728 50260</td>
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<tr>
<td>Marta Garcia Bellmunt</td>
<td>C01 Bessemer 2nd floor</td>
<td>07872 850 260</td>
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<tr>
<td>Phill Pearce**</td>
<td>B304A</td>
<td>078 108 48848</td>
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<tr>
<td>Daniel Stinner**</td>
<td>B304A</td>
<td>077 242 75227</td>
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<tr>
<td>Lance Rane**</td>
<td>B322</td>
<td>078 904 13322</td>
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</tr>
<tr>
<td>Jacques Bertrand</td>
<td>B313</td>
<td>020 759 41850</td>
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*All have the Emergency First Aid at Work qualification except for Paschal Egan who has the full First Aid at Work qualification.
**Medically qualified.

M E N T A L   H E A L T H   F I R S T A I D E R S

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<tbody>
<tr>
<td>Niall Logan</td>
<td>RSM 3.18</td>
<td>-</td>
<td>B627</td>
<td>020 759 46348</td>
</tr>
<tr>
<td>Britta Ross</td>
<td>B215</td>
<td>020 759 41500</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Samantha Kemp</td>
<td>RSM 3.21c</td>
<td>020 759 49115</td>
<td>-</td>
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</table>
If you cannot get hold of a local first aider, contact Security: 4444. Out of normal working hours contact Security: 4444
From a mobile ring: 020 7589 1000

Nearest First Aid Box and plasters: A first aid box is available in 3.05A.
RSM Fire Escape Routes

Prince Consort Road

Main Entrance

Exhibition Road

RSM Courtyard

Alleyway

Bessemer Building

Exit Bessemer level 2 onto Derby Court

KEY
- FIRE ESCAPE STAIRCASE
- FIRE ESCAPE ROUTE

Support Services
Estates
Royal School of Mines

Imperial College
London

FIRE EXITS & ESCAPE ROUTES
12. Regulations for Students
All registered students of the College are subject to the Regulations for Students, the College
Academic and Examination Regulations and such other regulations that the College may approve
from time to time.
www.imperial.ac.uk/about/governance/academic-governance/regulations
www.imperial.ac.uk/students/terms-and-conditions

13. Academic 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/student-records-and-data/for-current-students/undergraduate-and-taught-
postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity-exam-
offences

14. Code of Practice for Research Students
Students are required to comply with Imperial College London degree regulations and other College
procedures and regulations, including following College safety requirements and procedures. The
College has developed a code of practice for research students, which gives advice on all stages of a
research degree: http://www.imperial.ac.uk/media/imperial-college/administration-and-support-
services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-
degrees/Code-of-Practice-for-Research-Students.pdf

15. Code of Student Discipline
The Code of Student Discipline provides for the hearing of complaints concerning breaches of discipline
by students, and for rights of appeal where appropriate, and sets down the penalties that may be
imposed, including termination of membership of the College.
http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters-statutes-
ordinances-and-regulations/ordinances/students/

16. Appeal and Complaints Procedures
We have rigorous regulations in place to ensure assessments are conducted with fairness and
consistency. In the event that you believe that you have grounds for complaint about academic or
administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid
out clear and consistent procedures through which complaints and appeals can be investigated and
considered:
www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-
appeals-and-discipline

17. Study Leave
http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

It is possible that the course of study will require a student to collect or study material elsewhere than
at the College; part of the time may need to be spent in other places. Your supervisor will need to apply
using FormIC/D. Study leave is not permissible during the first or last three months of your study.
Adequate supervision must be in place where the student will be taking up their Study Leave prior to
any application being approved. It is important to consider the risks involved.
Imperial has an “Off-Site Working” policy which the student’s academic department will need to follow
and which includes a specific approach (“placements”) when a third party placement provider is
involved.

Where Study Leave is undertaken inside the UK, tuition fees are charged at the full rate. Where Study
Leave is undertaken outside the UK, tuition fees are charged at the full rate if the period of absence is
less than 3 months. If the period of Study Leave outside the UK is 3 months or more, a reduced fee
may be charged at the discretion of the department. The fee for the Study Leave period will be charged
on a pro-rata basis at the rate for part-time students, with fees being charged on a pro-rata basis as
normal for the period of full-time attendance at the College.
18. Ethics
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

19. Good Research Conduct
The College expects that all research will be conducted with integrity. The Guidelines for Proper Scientific Conduct in Research describe practices that have been established by several professions and are generally accepted by members of academic staff in the College. Their purpose is to encourage the education and training of junior staff by senior colleagues and to ensure that the quality and integrity of research is maintained in the College.


Investigation of Allegations of Scientific Misconduct
The College’s policy on, and procedures for, the investigation of allegations of research misconduct is intended to satisfy the requirements of those who fund research at Imperial College London that the College has proper mechanisms in place for the management of complaints of research fraud or misconduct. It is recognised that instances of misconduct are rare, and the procedures set out in this policy will consequently be implemented only in exceptional circumstances.

http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters-statutes-ordinances-and-regulations/ordinances/staff/

Research Misconduct
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 and collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, if 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.

Students should be aware of the College Guidelines for Proper Scientific Conduct in Research, and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct

20. 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/students/enterprising-students/intellectual-property/

21. Leave and Interruptions of Studies

Annual Leave
Annual leave is dependent on the student’s status, and each student should discuss this at the start of their research degree with their supervisor. All annual leave must be requested from and approved by the supervisor and students must provide adequate notice.

Sick Leave
Students must notify their supervisor as soon as possible if they are absent due to illness or injury and a medical certificate must be produced after seven days.
Interruption of Studies

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

This should be requested when a personal emergency or other circumstance arises which means that a student needs to take a break from their studies. No fees are payable for such a period, during which a student’s research registration is effectively suspended. It is vital that an interruption of studies is applied for immediately, so that the student’s registration and timeline can be suspended until they return and they do not unnecessarily exceed the maximum registration period, assessments and thesis submission deadlines.

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc. Students can apply for Interruption of Studies using the IC/B form: http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/attendance-requirements-for-pgr/IOS-Form.docx

For fee-paying registrations, no fees are payable for such a period although it should be borne in mind that registered student status, and the payment of any stipend, will also be suspended for the duration.

Where an interruption of studies is taken on health grounds, a condition of the interruption being granted is that you will be required to provide medical evidence as to your fitness to return to your studies and you will need to arrange to be seen by the College Health Centre prior to your return. If you are an international student on a Tier 4 student visa, you will have to leave the UK for the period of your interruption. An exception to this would be if you had been declared unfit to travel. Please see further information for international students on how your visa may be affected by an interruption of studies.

http://www.imperial.ac.uk/study/international-students/visas-and-immigration/changes-to-course-of-study/

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

Religious Observance

Guidelines for students with religious obligations during assessment periods are available here:


22. 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
23. Wellbeing and Advice

Student Space
The Student Space website is the central point for information on health and well-being.

www.imperial.ac.uk/student-space

Work-life balance
The pace and intensity of postgraduate study at Imperial can be demanding so it’s important to find time for outside interests.

Support in your Department
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:

Personal Tutor
Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support. Your Personal Tutor is usually a member of academic staff who is allocated to you for the duration of your programme to offer help and support with academic or personal issues. They will also follow your progress throughout the course to help keep you on track to succeed.

Your Personal Tutor will meet with you in groups termly during the year. The attendance of Personal Tutorials is compulsory. These are occasions where you can raise any areas of difficulty but these sessions will also be programmed to help you develop learning strategies.

Academic staff in the Department of Bioengineering are very active, internationally known, researchers. However, this may mean that they are not always in their offices, and so email is an excellent way to arrange appointments and to consult them on minor issues. In the event that the problem is not resolved via this route, you may also want to consult the Senior Tutor, Deputy Senior Tutor or Director of Courses.
Additionally, as Bioengineering is a highly multi-disciplinary subject, your Personal Tutor may not always be able to answer all technical questions on modules outside their specialism, but they will happily put you in contact with someone who can - such as the appropriate lecturer or Module Leader.

Other members of the academic staff will generally make themselves available to discuss aspects of the module with which they are concerned. Please e-mail them to make an appointment.

Remember – your Personal Tutorials are timetabled and the attendance of them is compulsory.

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

Well-being support
All halls have their own Residential Support 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. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2/week (in 2017/18). The team includes a number of returning students, known as Hall Seniors, who can offer first hand advice on making the most of life at Imperial.

Administrative support
Each hall 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.

24. Advice Services
You have access to a number of specialist advice services:

Imperial College 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 on Level 5 Sherfield 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

Department of Bioengineering Careers Adviser
Students in the Department of Bioengineering can also seek advice and help with career planning from Robert Ferguson, the Department’s Industrial Liaison Manager. Robert Ferguson works with a wide range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally. He can help you with your career plans in the world of Bioengineering through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Company and sector information
- Advice about job search and finding internships or Year in Industry opportunities.
- Help with applications and interviews

You can find some specific information about careers in Bioengineering on the Department’s website at: http://www.imperial.ac.uk/bioengineering/study/career/.
Or if you have any questions or would like to arrange a meeting please contact Robert Ferguson directly: robert.ferguson@imperial.ac.uk.
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
www.imperial.ac.uk/student-hub

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

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

As long as 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.

Rules for using the College network
The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College’s Information Systems Security Policies, available at: http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

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/shop/software

Library services
The Central Library at South Kensington is open around the clock 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 170,000 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:
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. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

www.imperial.ac.uk/chaplaincy

25. Imperial College Union
The Union’s range of 375+ 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

Physical Activity and Sport
Imperial College has a wide range of sports and activities on offer that cater for all standards 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.

Students wanting to use the gym and swimming pool will need to purchase an annual student membership for £30 a year. Student memberships are valid from 1 September to 31 August. www.imperial.ac.uk/sport

Imperial College Union support
All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of support:

Graduate Students’ Union
The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

www.imperialgsu.com

Imperial College Union (ICU) 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

Student representatives
The Union have many different opportunities for student representatives to get involved with issues they care about, including Liberation Officers ensuring views of under-represented and interest groups are heard, Academic Reps and Wellbeing Reps. 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.

https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees
The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community. The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there’s something you would like to discuss or change.
26. Health and well-being 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-space/here-for-you/find-a-doctor](http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor)

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.imperial.ac.uk/student-space/here-for-you/dentist](http://www.imperial.ac.uk/student-space/here-for-you/dentist)

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 well-being
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

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

27. Support for disabled students

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
[www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/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
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. In Bioengineering, Louise O’Sullivan is the Department Disability Officer. (Tel: +44 (0)20 7594 9660, bg-ddo@imperial.ac.uk)

Your Disability Liaison Officer, Ms Louise O’Sullivan, 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.

More information on Departmental Disability Officers is available at:
www.imperial.ac.uk/disability-advisory-service/support/ddos

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

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

You can find further information about special examination arrangements on the website:

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 out 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

28. Support for international students

English language support
The Centre for Academic English provides free in-sessional 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

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.

www.imperial.ac.uk/study/international-students

Visas
It is very important that you comply with all of 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/study/international-students/visas-and-immigration/

Whilst in the UK on a student visa, you are required to comply with all of 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.

29. Student Records and Data

The Student Records and Data 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

Degree certificates
+44 (0)20 7594 8037
certificates@imperial.ac.uk

30. Student surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of means to give your feedback on your Imperial experience, the following College-wide surveys give you opportunities to make your voice heard:

- Student Experience Survey (SES)
- Postgraduate Research Experience Survey (PRES)

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience. The Postgraduate Research Experience Survey (PRES) is the only national survey of research degree (PhD, EngD) students we do and so the only way for us to compare how we are doing against the national average and to make changes that will improve our research students’ experience in future.

PRES concentrates on your study experience and includes questions on:

- supervision
- resources
- research community
- research skills and professional development
- motivations
- demographic details

All these surveys are anonymous and the more students that 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 at https://www.imperialcollegeunion.org/you-said-we-did shows you some of the changes made as a result of survey feedback. If you would like to know more about any of these surveys or see the results from previous surveys, please visit: http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/

For further information on surveys please contact the Registry’s Surveys Team on surveys.registrysupport@imperial.ac.uk

31. 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
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 services
- 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 Wifi, 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.

www.imperial.ac.uk/alumni

Staying in touch
It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived. However it will come around sooner than you think!

We really value all of our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College’s global community of over 180,000 alumni.

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/. You can also find out more about alumni of the Department in the on the website at: http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.