Contents

1. Introduction to the College ................................................................. 4
   Welcome to the College ...................................................................... 4
   Our doctoral proposition ..................................................................... 5
   Useful dates ....................................................................................... 6

2. Introduction to the Department ......................................................... 7
   Welcome to the Department .................................................................. 7
   Key postgraduate research student contacts ...................................... 9

3. Departmental registration, access and resources ............................... 10
   Registration and collecting your ID card ........................................... 10
   Accessing the Department ................................................................ 10
   Desk assignments ............................................................................. 11
   College network and computer access ............................................. 11
   Printing ............................................................................................ 11
   Blackboard ....................................................................................... 12

4. Milestones .......................................................................................... 13
   Milestone timeline at a glance ......................................................... 13
   Doctoral academic communication requirement ............................. 14
   Professional development requirements ......................................... 14
   Research Proposal Confirmation ..................................................... 14
   Early Stage Assessment .................................................................... 14
   Late Stage Review ........................................................................... 14
   End of initial registration .................................................................. 15

5. Examination and finishing your degree ........................................... 16
   Examination timeline at a glance ..................................................... 16
   Examination entry ........................................................................... 16
   Submitting your thesis ...................................................................... 16
   Your viva ......................................................................................... 16
   Requesting a thesis embargo ........................................................... 17
   Punctual Thesis Prize ...................................................................... 17
   Staying in touch .............................................................................. 17

6. Resources to complement your doctoral research ............................ 18
   Lectures, seminars and more ........................................................... 18
   Career development opportunities ................................................... 19
   Library services and IT ..................................................................... 20
   Student feedback ............................................................................. 21

7. Health and safety .............................................................................. 23
Departmental Safety Manager.................................................................23
Safety induction ..................................................................................24
Accidents and near misses.................................................................24
Emergency procedures .......................................................................24
Occupational Health .........................................................................25

8. Wellbeing and support ...................................................................27
Pastoral care .......................................................................................27
Physical and mental health ...............................................................28
Support for international students ....................................................29
Support for students with disabilities ...............................................29
Religious and faith support ...............................................................30
Student administration support .......................................................30
Financial support .............................................................................31
Accommodation support ..................................................................31
Union support ...................................................................................31

9. Research information ....................................................................32
Good research conduct .....................................................................32
Ethics .................................................................................................32
Animal research ...............................................................................32
Data Protection ..................................................................................32
Copyright ...........................................................................................33
Intellectual property rights policy .....................................................33

10. Important policies .........................................................................34
Regulations compliance, code of practice and guiding principles ....34
Academic integrity .............................................................................34
Attendance, leave and interruptions of studies ..................................35
Working during your studies .............................................................36

The information provided in this handbook relates only to the academic year and degree programme specified on the front cover and is correct as of the time of posting. Some information may occasionally change during the course of the academic year; students will be informed if this is the case.
1. Introduction to the College

Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to enrich your experience. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities across our campuses (following payment of an annual fee – £30 in 2019-20).

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

...from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School’s programme of professional development for research students.

Our team of tutors have a wide variety of research and other career experiences. We understand the importance of developing professional skills whilst undertaking postgraduate research studies. Not only does our programme help you to progress in your academic studies; it can also be part of your preparation for your future career. We provide the opportunity for you to practice and develop your presentation skills, academic writing skills and a wide range of other key skills. By attending our courses, you will also have the opportunity to meet students from a variety of subject disciplines from across the College, hence building your professional network.
We offer a range of interactive courses including face-to-face workshops, interactive webinars, and online self-paced courses. We also offer a choice of residential opportunities. We have 3 residential retreats including the Thesis Writing Retreat, the Team and Communications Retreat, and our Research Impact and Influence Retreat. We also have our Global Fellows Programme which provides you with an exceptional opportunity to spend an international week with researchers from across the world. I encourage you to explore and engage with the diverse range of opportunities on offer from the Graduate School and I wish you well in your studies.

...from Mohit Devgan, President of the Graduate Students’ Union

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the elected representative body standing up for your interests as a postgraduate student. In addition, we are here to help you to make the most of your time at Imperial. We work towards building a thriving and enjoyable postgraduate community, spanning across all faculties and campuses at Imperial College.

As a postgraduate student, there are facilities and events available just for you. The graduate school provides a range of invaluable courses ranging from communication to professional progression to business skills courses. Our student Union has over 100 different societies for you to get involved in, ranging from boxing to consulting. You also have your own, graduate only, bar (h-bar) which opens Monday to Friday from 5pm till late with tapas style food and events every week ranging from Karaoke to weekly pub quizzes.

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

- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you across all campuses;
- Improve services at h-bar to your needs;
- Organise exciting events such as student well-being workshops and entrepreneurship opportunities throughout the year;
- Continue improving postgraduate well-being by increasing the quality of supervision, and by creating strategies to tackle common mental health challenges in higher education.

We are here to make your time here as enjoyable and beneficial as possible, if you have thoughts, ideas or feedback, make sure you get in touch! Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that await you.

[www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union](http://www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union)

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

[www.imperial.ac.uk/study/pg/graduate-school/strategy-and-governance/doctoral-proposition/](http://www.imperial.ac.uk/study/pg/graduate-school/strategy-and-governance/doctoral-proposition/)

**Useful dates**

**Term dates**
- Autumn: 28 September 2019 - 13 December 2019
- Spring: 4 January 2020 - 20 March 2020
- Summer: 25 April 2020 - 26 June 2020

**Closure dates**
- Christmas/New year: 23 December 2020 – 1 January 2020
  (College reopens on 2 January 2020)
- Easter Holiday: 9 April 2020 – 14 April 2020
  (College reopens on 15 April 2020)
- Early May Bank Holiday: 8 May 2020
- Spring Bank Holiday: 25 May 2020
- Summer Bank Holiday: 31 August 2020

**Key events**
- Great Exhibition Road Festival: 3 -5 July 2020

For a full list of key dates, visit [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/).
2. Introduction to the Department

Welcome to the Department

...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 2019

...from the Director of Postgraduate Studies

A warm welcome and congratulations on your achievements that have brought you to the leading department for bioengineering in the UK, at one of the best universities in the world. As Director of Postgraduate Studies (Research), I work with the Student Office, your supervisor and your mentor to optimise your experience as a research student in the Department. Imperial may be very different to any other institutions where you've studied, so please don't hesitate to ask us (key contacts, pages 09 and 27 if you're unsure of something. While you are expected to take responsibility for your own learning and welfare, there are plenty of people and resources to support you in doing so; make the most of them!

I hope that you find the Department of Bioengineering to be a lively and inspiring place and that you take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds and research focuses. You will be actively encouraged, empowered, and challenged to develop your own unique outlook as you become an expert in your chosen field of research. Your research is likely the largest project that you ever have taken on as an individual. I hope that you can take ownership of your project, make it yours, and enjoy the journey from start to finish (even the tricky bits).

Wishing you all the best for a successful upcoming year,

Dr Angela Kedgley
Director of Postgraduate Studies (Research)
September 2019
First of all, congratulations on starting your PhD studies in the Department of Bioengineering at Imperial College London!

We are delighted to introduce ourselves: Julià Agramunt, Guillem Hurault and Caryn Urbanczyk. As your PhD student representatives, our mission is to make sure that your time here is outstanding in both academic and personal ways.

Our role is to meet regularly with the Director of Postgraduate Studies as well as with academic and administrative staff to discuss experiences and raise any issues that PhD students from the department encounter. Your thoughts and your voice matter, so please do not hesitate to come and speak to us about anything, whether it is a problem you are having or suggestions for improvement. Again, we are open to discuss anything!

We are also responsible for organising the fun events for the Department, from PhD parties to informal meetings. If you have any ideas or want to get involved, just let us know! The goal of these events is to provide a place for all the PhD students from the Department to gather, get to know each other and achieve a good work-life balance.

We hope you have an incredible experience at Imperial and in London. We look forward to meeting you soon. Enjoy and welcome!

Julià Agramunt
Guillem Hurault
Caryn Urbanczyk

Department of Bioengineering PhD Student Representatives
September 2019
Key postgraduate research student contacts

Dr Angela Kedgley
a.kedgley@imperial.ac.uk
Director of Postgraduate Study (Research)

Dr Adam Celiz
a.celiz@imperial.ac.uk
Deputy Director of Postgraduate Study (Research)

Ms Melanie Albright
m.albright@imperial.ac.uk
Student Programmes Manager and Department Process Development Manager

Ms Jayne Stringer
j.stringer@imperial.ac.uk
Student Administrator (Research)

Mr Julià Agramunt
j.agramunt17@imperial.ac.uk
PhD Student Representative

Mr Guillem Hurault
guillem.hurault16@imperial.ac.uk
PhD Student Representative

Ms Caryn Urbanczyk
c.urbanczyk17@imperial.ac.uk
PhD Student Representative

Dr Tom Ellis
t.ellis@imperial.ac.uk
Postgraduate Tutor

Ms Sandra Rosco
s.roscoe@imperial.ac.uk
Student Wellbeing Adviser

Mr Ken Keating
k.keating@imperial.ac.uk
Laboratory Manager and Departmental Safety Officer

Dr David Labonte
d.labonte@imperial.ac.uk
GTA Coordinator

Mr Robert Ferguson
robert.ferguson@imperial.ac.uk
Industrial Liaison Manager

Ms Edit Toth
e.toth@imperial.ac.uk
Office Manager and IT Coordina

Mr Marc Livingstone
bioeng-orders@imperial.ac.uk
Finance Assistant

Full list of Bioengineering academic and professional services staff:
www.imperial.ac.uk/bioengineering/people/

General roles and responsibilities guidance for students and staff: www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/
3. Departmental registration, access and resources

Registration and collecting your ID card

You must register online before your programme start date. Instructions on how to do so are at www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/. 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.

NB: You must re-register online each academic year, prior to the start of term.

During and/or after the registration process, you should upload a recent photograph of yourself (conforming to Passport standards) for your College identity card; you will need this card to gain access to the 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. Please bear in mind that the ID Card Office will have long wait times during the first week of term.

NB: Before you can be issued with your ID card you must complete the Departmental safety induction.

If you join us during welcome week at the start of the academic year, you must attend a group safety induction (01 Oct 2019 at 09:45 in RSM 1.31). After the lecture, you will receive the completed Day One Safety Induction form, of which you must send a scan to bg-pgr@imperial.ac.uk in order to collect your ID card. Once you have sent the scan of your form, please visit the Student Office during the opening times of 09:00 to 11:00 and 12:30 to 15:00 to collect your ID card.

If you join us on a different start date, the safety induction will be conducted on your first day by a member of the Student Office, who will email you in advance to confirm the time. Once completed, you must take the Day One Safety Induction form to the ID Card Office to collect your ID.

Accessing the Department

The Department is jointly based in the Royal School of Mines (12 on South Kensington map) and Bessemer (11) buildings. We will soon also be split across two campuses, as some research groups will move to the Sir Michael Uren Biomedical Engineering Research Hub in White City: www.imperial.ac.uk/visit/campuses.

A free shuttle bus runs between the South Kensington, White City and Hammersmith campuses on weekdays. Seats are available on a first come, first served basis. You must show your College ID card to board: www.imperial.ac.uk/estates-facilities/travel/shuttle-bus.

Swipe Access

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
- Do not allow tailgating (someone following you into an access-restricted area)

The Department is available to PhD students from Monday through Sunday between 07:00 and 23:59. If you need to arrange other access please speak to your supervisor or the Student Office. College Security is strict about this and comes down heavily on those who do not comply. If you have any problems with your ID card, please complete the Access Request form at www.imperial.ac.uk/bioengineering/admin/info/swipe/.

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

**Desk assignments**

The Department aims to allocate desks to its current PhD students with at least 50% FTE of their registration based within Bioengineering. Due to space constraints, this may not always be possible.

The standard desk provision is one desk, an under-desk set of drawers and another personal storage space (e.g. a locker). The full desk policy can be found at www.imperial.ac.uk/bioengineering/admin/info/policies/.

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

**College network and computer access**

Instructions for accessing the College’s wireless networks can be found at www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/.

Download the free Imperial Mobile app for access to College information and services, including College emails and a library catalogue search tool: www.imperial.ac.uk/imperialmobile.

If your funding includes a new computer (check with your supervisor), you must order it through the Department. Instructions to do so can be found at www.imperial.ac.uk/bioengineering/admin/info/ordering/.

In some cases, self-funded students may be eligible for a new computer. They should ask the Student Office for more information about this.

**Rules for using the College network**

The content and level of network traffic is monitored continuously, and the College has strict rules regarding downloading illegal, inflammatory, pornographic or obscene material onto computers connected to the campus network. Infringement of these rules can have serious repercussions, including expulsion or legal proceedings being brought against the offender. Be sure to read the College’s Information Systems Security Policies at www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

**Printing**

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/ 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 ID 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.
Blackboard

PhD milestones must be submitted through Blackboard to allow for plagiarism detection: [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/).

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

If you have any problems accessing Blackboard, try troubleshooting:

- Check if your computer allows Java pop ups.
- Try using another browser, e.g. Firefox if you had been using Internet Explorer.

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

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

### Milestone timeline at a glance

*Deadlines shown are for 01 Oct 2019 starters who have not had their full-time registration interrupted.*

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
<th>Description</th>
<th>Possible Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 31 Oct 19 (within first month)</td>
<td>DACR Assessment 1 (if required)</td>
<td>Provide Student Office with evidence of satisfaction of the requirement.</td>
<td>Pass</td>
</tr>
<tr>
<td>By 25 Nov 19 (within 8 weeks)</td>
<td>Research Proposal Confirmation (RPC)</td>
<td>Assess project potential, ensure student-supervisor communication.</td>
<td>Progress Re-submit</td>
</tr>
<tr>
<td>By 11 Jun 20 (before ESA)</td>
<td>Graduate School requirements (part 1), DACR Assessment 2 (if required)</td>
<td>Provide Student Office with evidence of completion of: online plagiarism awareness course, at least 2 professional skills courses and academic communication requirement.</td>
<td>If not completed, registration must transfer to MPhil.</td>
</tr>
<tr>
<td>11 Jun 20 (1 week before ESA seminar)</td>
<td>Early Stage Assessment (ESA) Report</td>
<td>Assess whether student has understanding of research field, critical awareness of literature, understanding of project direction, potential to pursue research. <strong>Data may be minimal and more indicative of ability to perform.</strong></td>
<td>Progress Re-submit by 11 months Transfer to MPhil Withdraw</td>
</tr>
<tr>
<td>18 Jun 20 (within 8 months)</td>
<td>ESA Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 31 Mar 21 (before LSR)</td>
<td>Graduate School requirements (part 2)</td>
<td>Provide Student Office with evidence of completion of professional skills courses</td>
<td>If not completed, registration must transfer to MPhil.</td>
</tr>
<tr>
<td>31 Mar 21 (18 to 21 months)</td>
<td>Late Stage Review (LSR)</td>
<td>As at ESA and to assess capacity to pursue research, understanding of research problem, reasonable plan for completing within the registration period and scope for future work. <strong>MD(Res): exam entry at 18 to 24 months can allow exemption from LSR. Graduate School course requirement must be complete.</strong></td>
<td>Progress Re-submit by 3 months Transfer to MPhil (must complete within 3-6 months of initial LSR) Withdraw</td>
</tr>
<tr>
<td>by 30 Sep 22 (36 months)</td>
<td>End of Initial Registration</td>
<td>Confirm to Student Office whether registration will be extended (up to 12 months, tuition fees applicable) or change to Completing Research Status (CRS, £200 fee).</td>
<td></td>
</tr>
</tbody>
</table>

Further information on research degrees examination and administration can be found at:

- [www.imperial.ac.uk/bioengineering/admin/research/](http://www.imperial.ac.uk/bioengineering/admin/research/)
- [www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/)
Doctoral academic communication requirement

All postgraduate research students must demonstrate an appropriate competency in academic writing before the PhD is awarded. This is done by their fulfilment of the Imperial College London Doctoral Academic Communication Requirement (DACR). Visit the Centre for Academic English website for full details of the requirement (including exemptions), assessments and the range of courses on offer: www.imperial.ac.uk/academic-english/current-students/doctoral/.

Professional development requirements

Doctoral students must fulfil Graduate School Professional Skills Development and Online Plagiarism Awareness course requirements. Failure to do so may result in transferring your status from PhD to MPhil. See the full range of free professional skills courses on offer at the Graduate School website: www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/.

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 the basis against which your future progress will be measured. It should be completed in conjunction with your supervisor and should include a methodological approach, potential difficulties and back-up strategies as well as a timeline.

The research plan must be submitted via Blackboard, with the associated form submitted via the PhD forms system: wwww.imperial.ac.uk/bioengineering/admin/PhD/. Further details on this milestone can be found at www.imperial.ac.uk/bioengineering/admin/research/phd/initial-research-plan/ and in the Blackboard submission folder.

Early Stage Assessment

All students must undergo an assessment of their research potential at 9 months to determine whether registration for the doctoral degree can continue. This means, at the 9-month mark, the Early Stage Assessment (ESA) report and the seminar must be completed. Hence, submission of your ESA report will be requested within 7 to 8 months of starting your PhD or MD(Res).

Bioengineering ESA requirements include:

- Submission of a written report (9,000 words)
- Giving a seminar
- If necessary, undertaking a viva voce examination

The ESA report must be submitted via Blackboard, with the associated form submitted via the PhD Forms system: wwww.imperial.ac.uk/bioengineering/admin/PhD/ (MD(Res) students will also use this system to complete their milestone forms). Seminars are normally held on a dedicated research day, each lasting 20 minutes and followed by 15 minutes for questions.

Full details on the ESA can be found in the Blackboard submission folder and at www.imperial.ac.uk/bioengineering/admin/research/phd/early-stage-assessment/.

NB: Since the report deadline and presentation dates are scheduled far in advance, extensions requests are highly unlikely to be accommodated.

Late Stage Review

The Department requires a second review of doctoral research ability between 18 and 20 months (or the part-time equivalent) after the start date. MD(Res) students who submit an exam entry between 18 and 24 months may be exempt from this requirement.
At the Late Stage Review (LSR), you must present a poster detailing your achievements and your plan for completion. You will be assessed by two academic staff members not involved in your supervision.

LSR poster days are held on the last Wednesdays of March and September each year.

Students are expected to arrange for their own printing and to bring their poster to the assessment day. A PO number will be provided by the Student Office to cover the costs of printing. The associated form must be submitted via the PhD forms system: wwwf.imperial.ac.uk/bioengineering/admin/PhD/.

Full details on the LSR can be found at www.imperial.ac.uk/bioengineering/admin/research/phd/late-stage-review/.

End of initial registration

Before the end of your third year, you must confirm your plans for your fourth year by emailing bg-pgr@imperial.ac.uk. You may:

- extend your full registration, enabling laboratory work, for part or all of the fourth year (on payment of full tuition fees);
- move to Completing Research Status (CRS) (on payment of £200);
- move to Writing-Up Away from College (WUAC).

To do the latter two options, complete the Writing Up form with your supervisor and email it to the bg-pgr@imperial.ac.uk.

NB: Status in your final year does not affect your thesis submission deadline, which will always be 4 years from your initial registration or start date.

To learn more about writing up, please visit www.imperial.ac.uk/bioengineering/admin/research/phd/crs/.
5. Examination and finishing your degree

Examination timeline at a glance

*Deadlines shown are for 01 Oct 2019 starters who have not had their full-time registration interrupted.*

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
<th>Description</th>
<th>Possible Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>by 31 May 23 (within 44 months)</td>
<td>Examination Entry</td>
<td>Confirm viva examiners via supervisor’s submission of exam entry form to Student Office.</td>
<td></td>
</tr>
<tr>
<td>by 30 Sep 23 (within 48 months)</td>
<td>Thesis submission</td>
<td>PhD: 100k words MRes: 50k words, would normally submit by 36 months.</td>
<td></td>
</tr>
<tr>
<td>Date varies (within 3 months of despatch of thesis to examiners)</td>
<td>Viva voce examination</td>
<td>Defense of research findings presented in thesis.</td>
<td>Pass Minor corrections by 3 months Re-submit by 18 months Re-viva by 18 months Transfer to MPhil Fail</td>
</tr>
</tbody>
</table>

Examination entry

No later than 4 months before submission of the thesis, your nomination of examiners and exam entry form must be completed. This should be done in conjunction with your supervisor and emailed to the Student Office, who will arrange the necessary approvals. Further information can be found on the Registry exam entry website at [www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/).

Submitting your thesis

*PhD programmes must be completed within 48 months for full-time students and 72 months for part-time students.* The four-year submission limit is independent of your registration status—i.e. a student may submit even if their registration has expired, so long as it is within the 4-year deadline. The Department must make special cases on behalf of students for any thesis submissions after the 48-month deadline. These are considered by a College panel and may be rejected.

Detailed instructions and notes on the submission, format and binding of your thesis can be found on the Success Guide, Registry and College regulations webpages:

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

Your viva

Your supervisor is responsible for arranging 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. Please read the College Regulations for research students for full details of the requirements for the degree of PhD, including possible outcomes of the viva:

[www.imperial.ac.uk/about/governance/academic-governance/regulations/2019-20-regulations-research/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/2019-20-regulations-research/)
**Requesting a thesis embargo**

You should discuss with your supervisor whether your thesis should be embargoed, ticking 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, visit the Library and Scholarly Communication webpages:

- [www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/](http://www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/)
- [www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/](http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/)

The Research Degrees team, [research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk), can help with any queries regarding the e-thesis policy or an embargo.

**Punctual Thesis Prize**

All doctoral students who submit their thesis at least two weeks before their 48-month deadline will receive a reward of £50 to celebrate this great achievement. If you have submitted by this time, the Student Office will contact you about the reward after your viva and before your conferral date.

**Staying in touch**

As a current student, you can find out about what alumni from the College do now by reading some case studies online: [www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/](http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/).

You can also expand your network by meeting with the Department’s alumni; find out more about them at [www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/](http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/).

We value our alumni and hope you will stay in touch with us once you’ve completed your degree. As part of a lifelong global community of over 190,000 alumni, you’ll have access to a range of alumni benefits, from discounts and networking events to access to useful resources and more.

Visit the Alumni website to find out more: [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni).
6. Resources to complement your doctoral research

We believe that the Department of Bioengineering and the College more broadly are welcoming and lively places. With plenty of events happening throughout the year, we encourage you to get involved and make the most of the opportunities available to you.

Find out more on the website at:
www.imperial.ac.uk/students/
www.imperial.ac.uk/bioengineering/whats-on/

Lectures, seminars and more

Bioengineering modules

Research students in the Department are permitted to audit any taught subject-specific courses offered by the Department (or elsewhere in the College—see below). However, attendance on UG or MSc courses should not be arranged without consulting your supervisor and the Student Office.

Full details of the UG and MSC courses can be found at www.imperial.ac.uk/bioengineering/admin/current-ug/options/.

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 administration team in the relevant department for information on the modules they have available and how you can attend.

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 and link them to the appropriate module page on Blackboard.

To watch lecture recordings, go to the respective module page on Blackboard (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. If you cannot access a recording, please speak to the Student Office.

You can find out more about Panopto and lecture recordings at www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/.

Departmental seminars

During term, the Department hosts seminars on Wednesdays at 16:00 with guest speakers talking about a range of academic topics relevant to Bioengineering. Doctoral researchers are welcomed and encouraged to attend.

Since the Department’s research covers a broad range of subjects, many—probably most—of the seminars will not be directly related to your project. Even when a seminar is not in your area, however, it can often spark ideas or new knowledge about methods that will be of value to your research. In this respect, the Department offers a truly interdisciplinary research environment, giving you a unique opportunity to broaden your scientific horizon.

Full details can be found at www3.imperial.ac.uk/bioengineering/events/departmentalseminars.
**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. While 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, they, your mentor or the Director of Postgraduate Studies (Research) may have other suggestions. Likewise, some conferences and summer schools provide bursaries or funding (e.g. subsidised registration) for students presenting work.

A list of funding opportunities for PhD travel can be found at [www.imperial.ac.uk/bioengineering/admin/research/funding-travel/](http://www.imperial.ac.uk/bioengineering/admin/research/funding-travel/).

**Career development opportunities**

**Become a Graduate Teaching Assistant**

Research students are encouraged to take part in the Department’s teaching programme. Students employed as Graduate Teaching Assistants (GTAs) commonly take part in activities to support student learning, such as demonstrating in practicals, marking progress tests (but not those that count towards the final degree mark) and helping with study groups and problem classes.

Materials for GTAs on a range of topics, from taking part in marking to ideas about how students learn, can be found at the Centre for Educational Development, [www.imperial.ac.uk/staff/educational-development/for-research-students/](http://www.imperial.ac.uk/staff/educational-development/for-research-students/).

If you are interested in becoming a GTA, please ensure that you attend the GTA Introduction, normally held in the first week of term. For guidance, visit [www.imperial.ac.uk/bioengineering/admin/gta/](http://www.imperial.ac.uk/bioengineering/admin/gta/).

**Get involved in outreach**

The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information and to get involved:

- Contact Lorna Stevenson, the Department’s Admissions and Outreach Manager, at [lorna.stevenson@imperial.ac.uk](mailto:lorna.stevenson@imperial.ac.uk);
- Find out more about Outreach Postgraduate Ambassadors (OPA) at [www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opas](http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opas);

**Departmental Careers Adviser**

Students in the Department can seek advice and help with career planning from Robert Ferguson, the Industrial Liaison Manager. Working with a range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally, Robert can help you with your Bioengineering-related career plans 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
• Advice about job, internship or year-in-industry searching
• Help with applications and interviews

Find specific information about careers in Bioengineering is at www.imperial.ac.uk/bioengineering/study/career/.

Alternatively, if you have any questions or would like to arrange a meeting, contact Robert directly: robert.ferguson@imperial.ac.uk.

Imperial College Careers Service

In addition to help from within the Department, you also have access to a career consultant and placement and internship adviser at the College’s Careers Service, located on Level 5 of Sherfield. Visit the Career Service’s website to book a careers appointment and find resources and advice for successful career planning: www.imperial.ac.uk/careers.

Graduate School

The Graduate School is for all doctoral students at Imperial College London. Students automatically become members when they register for their degree and gain access to a range of free professional skills courses. For more information, visit www.imperial.ac.uk/study/pg/graduate-school/.

Success Guide

The Success Guide is a free online resource that offers you advice on effective research, writing reports and presentations as well as how to make the most of your time at Imperial through enhancing your professional development: www.imperial.ac.uk/students/success-guide/.

Vitae UK

Vitae (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.

Library services and IT

Library

The Central Library at South Kensington is open around the clock pretty much all year. The Library has a range of training workshops, over 170,000 electronic books, journals and databases available both on and off campus as well as 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.

The Bioengineering librarian is Ms Eleni Zazani. You can contact her for referencing and reference management software, plagiarism workshops, finding books, using e-journals and more: e.zazani@imperial.ac.uk or 020 7594 8880.

Information and Communications Technologies

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

020 7594 9000
www.imperial.ac.uk/ict/service-desk
Any problems or queries relating to computing, including requests for new software, should be addressed to ICT (service.desk@imperial.ac.uk) or 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 from bringing in external programs.

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

Please see the Conditions of Use of IT Facilities at www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/.

Software shop

The Software shop offers a variety of general and subject-specific software programs and packages for free or at a discounted price for Imperial students: www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/. Please check with Edit Toth, e.toth@imperial.ac.uk, before placing software orders, as the Department may already have what you are looking for.

Student feedback

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

Departmental Staff-Research Student Committee

The Staff-Research Student Committee serves as a forum for exchange of students’ views and experiences and as a mechanism for compiling students’ feedback and suggestions. The committee meets termly, with feedback disseminated to students after each meeting by the student representatives. 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 at www.imperial.ac.uk/bioengineering/admin/research/srsc/ and www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/.

Confidentiality report

Students can submit a confidential report (not seen by their supervisor) to the Director of Postgraduate Studies or Postgraduate Tutor: imperial.eu.qualtrics.com/SE/?SID=SV_2lx02eW8xvZNNFr.

Student surveys

There are a variety of means to give your feedback on your Imperial experience, including the below College-wide surveys that provide opportunities to make your voice heard:

- **Student Experience Survey (SES)**: covers your induction, welfare, pastoral and support services experience.

- **Postgraduate Research Experience Survey (PRES)**: a national survey of doctoral research degree students that allows comparison against national averages; concentrates on your study experience, including supervision, resources, research community and beyond.
These surveys are anonymous. The more students take part, the more representative the results will be, so please do take a few minutes to give your views.

The Union’s “You Said, We Did” Campaign at 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 results from previous surveys, visit www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/.

Contact the Registry’s Surveys Team, surveys.registrysupport@imperial.ac.uk, for further information on surveys.
7. Health and safety

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance. We expect everyone interacting with the Department 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.

As each student is responsible for their own health and safety and that of others affected by their 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 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.

In addition, since security and safety are closely linked, keep the building secure and safe by following the below 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.

As a student, you must also not work alone, unsupervised nor out of hours.

The Department will provide, manage and maintain a work environment that 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.

All major health and safety decisions are made by the Departmental Safety Committee, who meets termly: www.imperial.ac.uk/bioengineering/admin/info/safety/h_s_committee/.


Further information about health and safety can be found on the College website at www3.imperial.ac.uk/safety.

Department-specific safety information regarding processes and procedures can be found at www.imperial.ac.uk/bioengineering/admin/info/safety/.

It is essential that you familiarise yourself with the information on these sites.

Departmental Safety Manager

Ken Keating (k.keating@imperial.ac.uk)
Room B211 – Bessemer building level 2
Telephone 020 7590 250 478
Safety induction

You are required to undertake a safety induction as soon as possible upon your arrival to the Department.

If you join us during welcome week at the start of the academic year, you must attend a group safety induction (01 Oct 2019 at 10:00 in RSM 1.31).

If you join us on a different start date, the safety induction will be conducted on your first day by a member of the Student Office, who will email you in advance to confirm the time.

Laboratories and workshops

PhD 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.

You will not be given access to the labs until you have completed the necessary safety procedures, training and inductions, so please do this promptly when you are asked. Likewise, Departmental technical staff are here to assist you in your project; however, these are busy roles with many people to help so please make arrangements in plenty of time to avoid disappointment.

For more on the lab safety induction procedure, visit www.imperial.ac.uk/bioengineering/admin/info/safety/.

Accidents and near misses

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

To report concerns or to ask for advice you should contact your academic supervisor or the Departmental Safety Officer (Ken Keating, k.keating@imperial.ac.uk) in the first instance. You may also contact the Safety Department directly.

Full information on reporting accidents and incidents can be found at www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/.

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.

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

SafeZone

SafeZone is the College’s new app through which you can quickly contact the Security team whenever you need them. Registering is optional. SafeZone is available from the Apple and Android app stores.

Fire alarms

If you discover a fire, immediately press the nearest red alarm call point and warn people in the vicinity. Evacuate the building via the stairs and be ready to tell Security and Fire Officers where the fire is. The emergency evacuation alarm is a continuous siren in the building.

More information about fire safety is available at www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.
**Building evacuation**

Familiarise yourself with the various evacuation routes and use the nearest staircase. Only head for the main staircase in the RSM if it is your closest evacuation route, as it can get very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”. The South Kensington assembly points can be found at www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/sk-assembly-points/.

In the event of a fire alarm all doors are automatically released from swipe card control. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not delay evacuation to collect personal belongings.

**Personal Emergency Egress Plan (PEEP)**

To arrange a PEEP, please see the college guidance and contact the Departmental Safety Manager: www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/.

**First aid**

Local emergency help is provided by qualified physical and mental health first-aiders. A list of these contacts can be found at:  
www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-fire-wardens/  
www.imperial.ac.uk/bioengineering/admin/info/safety/mental-health-first-aiders/

If no local help is available, call Security on extension 4444 from an internal phone or on +44 (0)20 7589 1000 from your mobile.

**Occupational Health**

College Occupational Health (OH) provides services to protect health at work, assess and advise on fitness for work and ensure that health issues are effectively managed. OH promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected and protected whilst at work: www.imperial.ac.uk/occupational-health.

**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. Send a completed Biological Agents Health Assessment to OH. Students who will not be directly handling unscreened blood or who will be handling only screened samples, e.g. blood supplied by the NBS, do not need health clearance or vaccination.

Full details can be found at www.imperial.ac.uk/occupational-health/health-surveillance/working-with-pathogens/.

**Health surveillance enrolment for work with laboratory animals**

Any student who will be working with live laboratory animals must enrol for health surveillance with OH. Complete an Animal Allergy Health Surveillance questionnaire and arrange an appointment with OH 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 your research work.

Full details can be found at www.imperial.ac.uk/occupational-health/health-surveillance/working-with-animals/.

**NHS health clearance**

All postgraduate students who will have contact with patients in a clinical environment must complete NHS infection control clearance, carried out by OH. Complete a Work Health Assessment form and
arrange an appointment with an adviser at the OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment.

Full details can be found at www.imperial.ac.uk/occupational-health/health-protection-at-work/work-health-assessment/.

**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 OH at South Kensington. For information on the urgency and assessment form, consult the laboratory accident guide, a copy of which can be obtained by emailing occhealth@imperial.ac.uk.
8. Wellbeing and support

Pastoral care

The Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. We take the welfare of our students seriously and will provide all the help we can if you encounter any problems. Below is a list of postgraduate research student support contacts and resources, both in the Department and beyond.

Departmental Student Office PGR contact: bg-pgr@imperial.ac.uk

Bioengineering Confidential Feedback form: bit.ly/2s9XKtU

<table>
<thead>
<tr>
<th>DPS(R)</th>
<th>Deputy DPS(R)</th>
<th>Postgraduate Tutor</th>
<th>Supervisor</th>
</tr>
</thead>
</table>
| Angela Kedgley a.kedgley@ic.ac.uk 020 7594 0747 RSM 3.11 | Adam Celiz a.celiz@ic.ac.uk 020 7594 1049 RSM 4.37 | Tom Ellis t.ellis@imperial.ac.uk 020 7594 7615 Bessemer 7.04 | Oversight of your research progress from start to finish
| | | | Advice on academic issues
| | | | Support for personal matters
| | | | Guidance on training and development

Responsibility for the welfare of the Department’s postgraduate students
Advice on matters that you would rather not discuss with your supervisor or mentor

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Student Office postgraduate research contacts</th>
<th>Student Office postgraduate research contacts</th>
<th>Doctoral Student Representatives</th>
</tr>
</thead>
</table>
| Every PhD student is allocated a mentor; if you aren’t sure of who your mentor is, please contact bg-pgr@imperial.ac.uk. | bg-pgr@imperial.ac.uk RSM 3.21c | bg-pgr@imperial.ac.uk RSM 3.21c | Julià Agramunt j.agramunt17@imperial.ac.uk
| | | | Guillem Hurault guillem.hurault16@imperial.ac.uk
| | | | Caryn Urbanczyk c.urbanczyk17@imperial.ac.uk
| | | | College and Faculty Support Services
| | | | www.imperial.ac.uk/health-and-wellbeing/

Wellbeing advice and mentoring

<table>
<thead>
<tr>
<th>Student Wellbeing Adviser</th>
<th></th>
<th>Doctoral Student Representatives</th>
</tr>
</thead>
</table>
| Sandra Rosco s.roscoe@imperial.ac.uk 020 7594 5181 | Jayne Stringer, Student Administrator j.stringer@imperial.ac.uk 020 7594 8157 | Julià Agramunt j.agramunt17@imperial.ac.uk

Can provide additional independent and confidential academic or personal advice and support
Termly lunches

| | | | Faculty Senior Tutor |
| | | | Lorraine Craig l.craig@imperial.ac.uk 020 7594 6436 |

| | | | Academic and personal student support |

| | | | Supporting student progress and registration changes |

| | | | General welfare and pastoral support |
| | | | Advice on regulations, policies and procedures |

Oversight of the Department’s research programmes, including:
- Providing academic advice in cases where a student’s supervisor cannot help
- Providing general and pastoral student support

Find out more about the role of your supervisor at www.imperial.ac.uk/students/success-guide/pgr/effective-research/working-with-your-supervisor/.
**Student-supervisor partnership**

The College has created a document summarising the Mutual Expectations for the Research Degree Student-Supervisor Partnership to help establish effective working relationships between students and their supervisors: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf](www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf).


**Departmental mentor**

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

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

**Physical and mental health**

**Student Support Zone**

The Student Support Zone website is the central point for information on health and wellbeing: [www.imperial.ac.uk/student-support-zone](www.imperial.ac.uk/student-support-zone).

**NHS Health Centre and finding a doctor**

Even if you’re fit and healthy, we recommend you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP, visit [www.imperial.ac.uk/student-space/here-for-you/find-a-doctor](www.imperial.ac.uk/student-space/here-for-you/find-a-doctor).

If you’re feeling unwell, you may visit the Imperial College Health Centre on our South Kensington Campus during clinic hours. Students living within the practice catchment area are encouraged to register with the Centre: [www.imperialcollegehealthcentre.co.uk](www.imperialcollegehealthcentre.co.uk); contact at +44 (0)20 7584 6301 or imperialcollege.hc@nhs.net.

**NHS Dentist**

The Imperial College Dental Centre, based in the Imperial College Health Centre, offers a full range of NHS and private treatment options: [www.imperial.ac.uk/student-space/here-for-you/dentist](www.imperial.ac.uk/student-space/here-for-you/dentist).

**Physical activity and sport**

Imperial College has a wide range of sports activities on offer that cater for all standards and abilities. Students wanting to use the gym and swimming pool can purchase a £30 annual membership that is valid from 1 September to 31 August: [www.imperial.ac.uk/ethos/memberships/students/](www.imperial.ac.uk/ethos/memberships/students/).

**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 South Kensington, Hammersmith and Silwood Park: [www.imperial.ac.uk/counselling](www.imperial.ac.uk/counselling).
If you or a friend suffer(s) from stress or depression:

- Contact the Health Centre (details above) or the Student Counselling Service at +44(0)20 7594 9637 or counselling@imperial.ac.uk.
- If you feel you can, contact someone in the Department, such as the Director of Postgraduate Studies or the Postgraduate Tutor (contact details on pages 09 and 27 of this handbook).

**Support for international students**

**English language support**

The Centre for Academic English provides free in-sessional English courses and tutoring for international students while they are studying: [www.imperial.ac.uk/academic-english/](http://www.imperial.ac.uk/academic-english/).

**International Student Support team**

Our International student Support team offers year-round support to help 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](http://www.imperial.ac.uk/study/international-students).

**Visa compliance**

While in the UK on a student visa, you are required to comply with 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, the UK Visas and Immigration (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) 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.

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

**Support for students with disabilities**

**Disability Advisory Service**

The Disability Advisory Service provides confidential advice and support for all students with disabilities or 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: [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service).

Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk

**Departmental Disability Officers**

Departmental Disability Officers are the first contact point within your department. They facilitate support within your department.

The Bioengineering Disability Officer is Louise O’Sullivan, reachable at +44 (0)20 7594 9660 or bg-ddo@imperial.ac.uk.
More information on Departmental Disability Officers is available at [www.imperial.ac.uk/disability-advisory-service/support/ddos](http://www.imperial.ac.uk/disability-advisory-service/support/ddos).

**Disabled Students Allowance**

All home students who are UK residents, pay home fees and who have a disability can apply for the Disabled Students Allowance to pay any costs that are a direct result of disability. As this is a grant, you will not be expected to pay it back. Contact [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk) for details on how to apply.

**Accessibility**

Information about South Kensington Campus’s accessibility is available online through the DisabledGo access guides: [www.disabledgo.com/organisations/imperial-college-london-2](http://www.disabledgo.com/organisations/imperial-college-london-2).

**Religious and faith support**

The Chaplaincy Multi-faith Centre has chaplains from different religions, prayer rooms and information on places of worship. It runs meditation classes and mindfulness workshops for stress management. Find more information, including on student-led events, at [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy).

**Student administration support**

**Registry**

The Registry offer guidance and support on a range of academic matters. Visit them on the Web at [www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/).

**Student Hub**

The Student Hub represents a single contact point for all key administrative information and support, with the team being able to help with a range of queries, including about accommodation, visas, financial support and tuition fees as well as records and regulations. Located on Level 3 of Sherfield, you can reach the Student Hub at 020 7594 9444 or [student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk), or visit them on the Web at [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub).

**Student Records and Data**

The Student Records and Data team are responsible for the administration and maintenance of the student records, including enrolments, programme transfers, interruption of studies, withdrawals, processing examination entry, results and awards. They also produce a variety of standard documents for current and previous students, such as council tax, attendance and degree confirmation letters.

**Student Records and Examinations**

020 7594 7268  
[student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

**Research Degree Examinations**

020 7594 7267  
[research.degree@imperial.ac.uk](mailto:research.degree@imperial.ac.uk)

**Degree certificates**

020 7594 8037  
[certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)
For more information, visit www.imperial.ac.uk/student-records-and-data/.

**Financial support**

If you have any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans), contact the Student Financial Support team at 020 7594 9014 or 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/

**Tuition Fees**

For tuition fees queries, contact the Tuition Fees team at 020 7594 8011 or tuition.fees@imperial.ac.uk.

**Accommodation support**

Further information about finding housing can be found at www.imperial.ac.uk/study/campus-life/accommodation/.

**Union support**

The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening plenty of ways for you to enjoy your downtime. All Imperial students become members of Imperial College Union when they register at the College. The Union provides a range of support: www.imperialcollegeunion.org/about-us.

**Imperial College Union Bioengineering Society**

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

**Imperial College Union Advice Centre**

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential and 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**

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, listed on pages 09 and 27 of this handbook and at www.imperial.ac.uk/bioengineering/admin/research/phd/.

**Officer Trustees**

The Union is led by a team of Officer Trustees elected each year by Imperial College students to represent the voices of students in the Union, the College and the wider community in a variety of roles. Make sure you get in touch with them if there’s something you would like to discuss or change: www.imperialcollegeunion.org/your-union/your-representatives/officer-trustees.
9. Research information

Good research conduct

The College has adopted the Council for Science and Technology’s Universal Ethical Code for Scientists and expects all research to be conducted with integrity: [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/).

Research misconduct

The research conduct policy aims to satisfy the requirements for managing complaints of research fraud or misconduct: [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/).

Ethics

According to the Imperial College Ethics Code, to which all members of the College are committed, any research work must comply with key principles. 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

The full code can be found at [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ethics/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ethics/) and [www.imperial.ac.uk/research-ethics-committee/](http://www.imperial.ac.uk/research-ethics-committee/).

Approval of projects with ethical implications

Before a project with ethical implications can start, it must go through an Ethics approval process, overseen by the Imperial College Research Ethics Committee (ICREC). This committee was founded to review research projects that directly or indirectly involve human participants or volunteers, including those with questionnaires or that use observational or survey data.

Students will be expected to work closely with their project supervisor to submit an Ethics approval request before they can start. Full information can be found at [www.imperial.ac.uk/research-ethics-committee/application-process/](http://www.imperial.ac.uk/research-ethics-committee/application-process/).

Animal research

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

Data Protection


In line with the above please see the College’s privacy notice for students. This forms part of the terms and conditions of registration with the College: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf).
Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates and makes public their work. For guidance, visit www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/.

Intellectual property rights policy

Further guidance on the College’s Intellectual Property Rights Policy is available at www.imperial.ac.uk/research-and-innovation/research-office/ip/.
10. Important policies

Regulations compliance, code of practice and guiding principles

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 code of practice for research students gives advice on all stages of a research degree:


Full information can be found at the below webpages.

Regulations: www.imperial.ac.uk/about/governance/academic-governance/regulations

Terms and conditions: www.imperial.ac.uk/students/terms-and-conditions

In addition, students should be familiar with the guiding principles of the Imperial community, developed by academic and professional services staff in partnership with undergraduates, postgraduates and Imperial College Union: www.imperial.ac.uk/students/our-principles/

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 at www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/academic-integrity/.

Plagiarism

Plagiarism is a cheating offence and must not be committed. Because it is extremely important that you understand what plagiarism is and how to avoid it, you are required to complete the online plagiarism awareness course before your ESA: www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/.

In addition, you can seek help and further training from Ms Eleni Zazani, the Bioengineering Librarian: www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/.

Code of student discipline

The Code of Student Discipline provides guidance for hearing complaints concerning breaches of discipline by students, for rights of appeal where appropriate and for the penalties that may be imposed: www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/.

Appeal and complaints procedures

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. If 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, there are clear and consistent procedures through which you can do so: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline.
Attendance, leave and interruptions of studies

You are required to be in attendance throughout the course of your research programme. Personal or professional leave must be agreed with your supervisor in advance.

Attendance is logged in AcaDiary by your supervisor and subsequently reviewed by the Student Office. Registry will be informed of all non-attendances. In addition, the College is obliged to report the attendance and non-attendance of Tier 4 visa holders to the UKVI.

Holiday leave

Each student should discuss holiday leave expectations (e.g. required notice, how to request and log absences, etc.) with their supervisor at the start of their research degree. All holiday leave must be requested from and approved by the supervisor, with students providing adequate notice. Holiday leave is not permitted during milestone completion dates, which students are told about at the start of their research programme.

Sick leave

If you must be absent due to illness or for any other personal reasons, you must contact your supervisor as soon as possible. If the absence is due to illness and exceeds seven days, you must produce a medical certificate upon your return. For periods of absence longer than seven days, taking an interruption of studies (details below) may be advised.

Study leave

If your research requires some of your time to be spent away from College, your supervisor must apply for you to take study leave. For full guidance and forms, visit www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/.

Please also see the College’s Off-site Working policy: www.imperial.ac.uk/safety/safety-by-topic/off-site-working/.

Interruption of studies

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. parental or compassionate leave, prolonged health-related issues or personal emergencies), an interruption of studies may be appropriate.

An interruption of studies should be immediately requested when circumstances arise that mean a student must take a break from their programme. It is vital to apply for an interruption as soon as required, so that your registration and timeline can be paused until you return. Interruptions cannot be applied retrospectively. Fees and stipends are not payable during interruptions.

For full guidance and forms, visit www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/.

NB: Students on Tier 4 visas must leave the UK for the period of the interruption, unless they have been declared unfit to travel. For further information on how your visa may be affected by an interruption of studies, visit www.imperial.ac.uk/study/international-students/visas-and-immigration/changes-to-course-of-study/.
Working during your studies

If you are considering part-time work during term, you are strongly advised to discuss this with your supervisor. If you are on a Tier 4 visa, please also seek advice from the International Student Support team regarding visa limitations on employment.

NB: Deadlines cannot be rescheduled to accommodate part-time working arrangements.

For full guidance, visit www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/.