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**Appendix D: Department Health and Safety Booklet (orange)**
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 free access to gym (following a one-off orientation fee of £40 in 2017-18) and swimming facilities across our campuses.

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.

**Campus facilities and accessibility**

Location and facilities available at each campus can be found here [https://www.imperial.ac.uk/visit/campuses/](https://www.imperial.ac.uk/visit/campuses/) and information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides [https://www.disabledgo.com/organisations/imperial-college-london-2](https://www.disabledgo.com/organisations/imperial-college-london-2)

Don’t forget to 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](http://www.imperial.ac.uk/imperialmobile)
**Doctoral Proposition**

Imperial College London will:

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

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

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

**Offer life-long membership of the Imperial community**
- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

[http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/](http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/)
Welcome from 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 skills development courses 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 skills 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 skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

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

Sue Gibson
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 just how important it is to develop 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 your presentation skills, academic writing skills and other key skills. It will also give you the chance to meet students from a variety of subject disciplines building your 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 thesis writing, team work and research impact. We also have our Global Fellows Programme which provides the fantastic opportunity to spend a 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.

Janet De Wilde
The Graduate School’s Mission Statement and Strategic Aims (2013-2018)

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.

**Imperial Success Guide**

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

[http://www.imperial.ac.uk/students/success-guide/pgr/](http://www.imperial.ac.uk/students/success-guide/pgr/)
**Introduction from the President of the Imperial College Union**

Welcome to Imperial College Union! We are here to ensure your student experience is the very best it can be. University life is not just about academic achievement; the experiences you have, the friends you make, and the opportunities you take all contribute to forming you as a balanced, fulfilled individual.

Imperial College Union provides the community for you to explore your passions, pursue your interests and develop yourselves. Whether you join some of our 360+ Clubs, Societies & Projects, volunteer as a Rep in our Academic Representation Network, or simply enjoy dinner in one of our bars, the Union will be central to your time at Imperial. Furthermore, we are always here to listen and support you – there is no problem too small or too large! The Union team and I look forward to making your time at Imperial a truly brilliant one.

*Nas Andriopoulos*

*union.president@imperial.ac.uk*
I am delighted to be able to welcome you to Imperial College and to introduce you to the Graduate Students’ Union (GSU). The GSU ultimately serves to represent you as a postgraduate student and to ensure you have the most fulfilling and enjoyable time possible at Imperial.

The GSU is a university-wide representative body for postgraduate students with a committee comprised of democratically elected postgraduate students. The GSU works to support students on welfare fronts, represent students on educational matters by working with you to voice your concerns to College/departments, whilst also hosting recreational events throughout the year.

Imperial College London is undoubtedly a world-class institution with unique strengths in both teaching and research. Having been an Imperial student for 5 years myself I can fully appreciate that the university is nothing more than the people that comprise it – you’re among some of the brightest minds in the world and Imperial welcomes your contributions and enthusiasm in every sense! I encourage you to make the most of being a valued member of the Imperial community.

I hope you have a fantastic time here at Imperial and manage to take advantage of the richness of opportunity that awaits you. If you have any questions at this stage, then please do get in touch.

Luke McCrone, GSU President 2017/18

gsu.president@imperial.ac.uk www.imperialgsu.com
Welcome from the Head of Department

A warm welcome to you all. I trust you have had a great summer (or winter for those of you from the southern hemisphere) and I hope that you are now ready to study again. You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally-leading experts.

A strength of our Department, and the College as a whole, is its national and cultural diversity and we don’t intend to allow Brexit, or any other outside influence, change that. London is a wonderful place to be a student. Please take full advantage of your once in a lifetime opportunity and strike a good balance between studying hard to fulfil your potential, and enjoying the company of your fellow students and life in London.

Good luck for the coming year!

Professor Nick Buenfeld

Welcome from the Director of the PhD Programme

You have taken the decision to study for a PhD, this could be one of the most character defining and exciting decisions you will ever make. The world of new scientific discovery is in front of you and with some hard work you will be able to break some new ground, develop further as an individual and forge a successful future career.

As Director of the Postgraduate Research in the Department it is my role to oversee the formal aspects of the PhD process for each of our research students. This involves working closely with the Director of Research, the Postgraduate Tutor, the Postgraduate Administrator and individual supervisor(s) to facilitate the best possible PhD experience and enable you to complete within the degree within the required time limit. Our objective is to ensure that each student has the necessary resources, information and all-round support in order to complete your research degree. The Department looks forward to the enthusiastic cooperation of each student in fulfilling the formal requirements and activities associated with their studies. These are not too onerous and are designed ultimately for the benefit of the student. I encourage you to interact as much as possible with your fellow researchers – Imperial and the Department of Civil and Environmental Engineering has an outstanding and world-leading reputation for research to uphold and the community of research students are the bedrock on which this is maintained. If you have any thoughts on how we can continue to improve our practices, we would be delighted to hear from you.

Welcome again to the research community and I wish you a successful and rewarding time with us.

Professor Ahmer Wadee
Welcome from the Director of Research

As Director of Research in the Department of Civil and Environmental Engineering, I would like to wish you all a very warm welcome to Imperial at the start of your research journey. My role is to help ensure that we have a flourishing research environment in the Department, that we attract the best researchers, that we secure the funds that we need to support our activities and ultimately that we continue our rich tradition for conducting world class research. As PhD students, you will be a big part of helping to continue this tradition of excellence, and you will benefit from a stimulating research environment as well as from working with many of the leaders in their fields.

PhD research requires hard work, dedication, meticulousness and vision. The next three years or so will be challenging but immensely rewarding. I hope you have an enjoyable and productive time at Imperial, and I wish you all the best in your endeavours.

Professor Leroy Gardner

Welcome from the Senior Tutor (Postgraduate)

Congratulations on the beginning of what I hope will be a wonderful experience for you as a PhD student in the Department of Civil Engineering. I look forward to getting to know you during your time here. I know you will achieve some amazing research feats and meet fantastic new colleagues and friends during your period here. I also know that you may encounter periods of frustration and encourage you to keep things in perspective and focus on the end goal. I am always happy to chat to PhD students and support you during your time here.

Dr Ana Ruiz-Teran

Welcome from the Postgraduate Research Administrator

As Departmental Research Administrator for the Department of Civil and Environmental Engineering, a key part of my role is providing support for research students throughout their degree, and having responsibility, under the Director of Postgraduate Research, for all research student processes within the Department. I will be a point of contact for you from when you join the Department and complete your milestones, through to submitting your thesis and graduating. If you need any help, have questions however big or small, or need someone to talk to then I am here.

Sarah Willis, s.willis@imperial.ac.uk
# Academic and Administrative Staff in the Department

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<tr>
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**Faculty Structure**

The Faculty of Engineering is one of three faculties within Imperial College London and is led by the Dean, Professor Nigel Brandon.

The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a world leading engineering school. Our departments consistently excel in prominent league table rankings, while the College as a whole enjoys similar success.

Our Faculty is unique in the UK in supporting world class education and fundamental research across the full range of engineering disciplines.

All ten of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture, which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

The Faculty is home to 1,575 staff (395 academics, over 800 researchers and 365 support staff) and 5,785 students (of whom over 1,200 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.

**Department Structure**

The Department of Civil and Environmental Engineering is recognised nationally and internationally as one of the leading centres of research in Civil and Environmental Engineering.

The Department provides a highly stimulating environment for research, attracting outstanding applicants from a variety of academic backgrounds. Research students form an integral part of the Department’s research community.

The Department’s research is organised into five main sections - Environmental and Water Resources Engineering, Fluid Mechanics, Geotechnics, Structural Engineering and Transport Studies. Each research section has a dedicated research laboratory, providing state-of-the-art facilities, and are amongst the most up-to-date and best equipped in Europe.

**Departmental Information**

Explore our Departmental webpages for information on the Department, Research, Facilities, and Taught Programmes: [http://www.imperial.ac.uk/civil-engineering](http://www.imperial.ac.uk/civil-engineering)
**Key dates 2017-18**

**Term dates**
- Autumn term: 30 September– 15 December 2017
- Spring term: 06 January–23 March 2018
- Summer term: 28 April–28 June 2018

**Closure dates**
- Christmas/New year: 23 December 2017–01 January 2018
- Easter holiday: 29 March–03 April 2018
- Early May bank holiday: 07 May 2018
- Spring bank holiday: 28 May 2018
- Summer bank holiday: 27 August 2018

**Key events**
- Postgraduate Awards Ceremonies: 02 May 2018 (tbc)

**Departmental Seminar Programmes**
During the academic year there is a series of Departmental Seminars, held within each Research Section. These are usually advertised throughout the Department via the PhD Student Representatives and the Department Calendar and Events feed.

http://www.imperial.ac.uk/civil-engineering/news-and-events/

**PGR Seminar Series**
The Department runs a PGR Student Seminar series throughout the Spring and Summer terms with presentations by second year students. Your PGR Reps will contact you about this.

**Department events**
Regular social events are held throughout the year including PGR quiz nights, Christmas and summer parties. Look out for email notification.

**Cross-College Research Seminars:**

http://www.imperial.ac.uk/study/pg/graduate-school/events/research-seminars/
Facilities

Shared teaching space

The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.

http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/

<table>
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<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Munro Computing Lab 208</td>
<td>2</td>
<td>70</td>
<td>Computing – lectures – tutorials</td>
</tr>
<tr>
<td>Reprographics Room 218</td>
<td>2</td>
<td>N/A</td>
<td>Printing and binding facilities</td>
</tr>
<tr>
<td>Laboratory Room 221</td>
<td>2</td>
<td>N/A</td>
<td>Intelligent Infrastructure Transport Systems (IITS) Laboratory</td>
</tr>
<tr>
<td>Teaching Room 224</td>
<td>2</td>
<td>60</td>
<td>Lectures – tutorials – presentations – seminars – practicals</td>
</tr>
<tr>
<td>Mezzanine Lab 240</td>
<td>2</td>
<td>N/A</td>
<td>Workshops – lab practicals – design classes</td>
</tr>
<tr>
<td>Teaching Room 301</td>
<td>3</td>
<td>92</td>
<td>Lectures – tutorials – examinations – presentations – seminars</td>
</tr>
</tbody>
</table>
### ICT resources

Find information on activating your College account, connecting to Wifi, using the Virtual Learning Environment (Blackboard Learn), and more ICT resources available for new students, visit: [http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/](http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/)

### PC laboratories

The Building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College’s Central Library.

A full list of the College rules regarding computer use are available at: [http://www.imperial.ac.uk/admin-services/ict/](http://www.imperial.ac.uk/admin-services/ict/)

### Printing and binding

There are five multi-function printers in the Skempton Building. The first is in room 317, two are located in the BOSS Space on level 2, and a further two in room 218 adjacent the BOSS Space. Binding facilities are also accessible in room 218.

Additionally the Service Point Print Shop is located in room 024 of the Sherfield Building. Service Point can be contacted by email at: imperial.college@servicepointuk.com

There are networked printers across the South Kensington Campus, which you can access with your College ID card. When you print a document it is sent to a common print queue, meaning that you can collect it from any touch card printer that your College ID card gives you access to, including the Central Library and Departments across the Campus.
Lost property

If you think you have lost something within the Department your first port of call is the Reception. If it is not there you should check with the Security Office in Sherfield as it may have been handed in there. (If an item is handed in with ID, an email will be sent to the owner immediately to inform them).

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus.

http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/

Facilities management

Showering facilities are available within the Department, and are located in the toilets on levels 0 and 3.

Bicycles are not permitted within the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus:

http://www3.imperial.ac.uk/estatesfacilities

Room bookings

Room bookings on weekdays during term-time may be requested via Wufoo, or in person at the General Office. This form is to be used only for room booking requests in the Skempton Building.

https://skempton.wufoo.eu/forms/room-bookings/

Please note: We do not make room bookings for Imperial College Union Societies. These need to be made via the Student Union.

Room booking requests outside of normal College hours should be made via the Conference Office.

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

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
3. Departmental Procedures - General

Information on Department processes, useful forms and other sources of information can be found on our Research Student intranet pages [https://www.imperial.ac.uk/civil-engineering/intranet/research-students/](https://www.imperial.ac.uk/civil-engineering/intranet/research-students/)

**Departmental Induction**

**Induction one to one:**

All new research students will be asked to attend a one to one induction meeting with the Department Research Administrator in their first few days, to go through an induction check list and to have the opportunity to ask any questions and get to know the Department.

**Health and safety session:**

All new students will be asked to attend a Day One Health and Safety Induction.

**Welcome lunches:**

The Department holds welcome lunches at least twice per year to welcome new students and to welcome back current students.

**Department PGR induction session:**

All new research students must also attend the Department PGR Induction where all new students come together to meet their peers and key staff from the Department and across the College. This is separate from the Research Induction run by the Graduate School.

Induction is held twice during the year usually in October and March.

Induction is designed to introduce students to:

- The Department
- PhD Regulations and Timelines
- Turning Research into a Thesis
- English Language Support
- Student Welfare and GTA
- Graduate Schools
- Graduate Student Association
- Library Services
- Research in the Department
- Health and Safety
**Registration**

The College Registry website provides most of the information you need to know at different stages of your studies and you should familiarise yourself with it as soon as possible.

[http://www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/)

All new students are required to register online at the start of their course and all overseas students holding a Tier 4 visa sponsored by the College must attend an in person registration at the Student Hub, Level 3 Sherfield Building.

**College Registration and Fees: Full and Part-Time Research Students**

All students record their attendance by completing the online registration process when they start their course of study, and at the beginning of each subsequent academic year. The amount of fees due is payable in advance. Fees for a portion of a year are calculated pro-rata. Students are warned that they cannot avoid these obligations merely by failing to register. Students will be deemed liable for fees unless they have given written notice of withdrawal, or completion.

Students who fail to meet their fee liability, whether self-supported or sponsored, may have the College Regulations invoked against them. This means that they will not be allowed to register for a subsequent year, may not work in the Department or may not receive formal notification of progress, until the fee debt has been settled.

Invoices received in error should not be ignored. Please forward these to Sarah Willis advising on the nature of the error.

**College Registration: Research Staff Registering as Part-Time Students**

RAs wishing to register for the PhD degree should see Sarah Willis in the first instance. Research assistants registering for the PhD degree are liable for tuition fees at 33% of the full-time Home/EU rate.

The following documents are required:

**Copy of Contract:** Where this does not cover the minimum attendance of the degree, a statement from the supervisor stating there is funding available to extend the contract or that ‘there is funding to cover the College Fees that get charged to those not holding a full-time Imperial College paid contract’.

**Passport:** Copy of the front cover and photo pages.

**Proof of Previous Degrees:** Original documents need to be seen in Registry. This includes when the degree is from overseas, and the official transcript of the degree (a breakdown of the marks from each year of study and the degree overall). The College has certain entrance criteria for overseas qualifications.
English Language: All those who are registering for their PhD degree, including Research Staff, are required to comply with the same English Language requirements.
**Bursaries and finances**

All students must be registered before they can receive a bursary and the payment has to be within their studentship period.

**New Students**

For all new students, if registered ahead of time, we endeavour to ensure that all paperwork is processed in advance of the start date, if possible. In order for bursary payments to be processed, you must input your bank account details in the “funding” tab in your e-service record.

**Continuing Students**

You will be contacted each year regarding re-registration. See the bursaries webpage for further details: [http://www3.imperial.ac.uk/studentfinance/currentstudents/bursaries](http://www3.imperial.ac.uk/studentfinance/currentstudents/bursaries).

**Emergency Funding**

If students encounter financial difficulties at any stage of their course of study, they are advised to discuss their situation with their supervisor(s) and/or the Senior Tutor (Postgraduate) and the Department Research Administrator. Depending on circumstances, students may be advised to apply to The Student Support Fund. [https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/)

The Global Relief fund can help students who are in receipt of an award which has been taken away due to an event of a social or political upheaval, environmental or industrial disaster, or health or economic crises, or where a regional or national level institution has withdrawn their funding. [https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/global-fund/](https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/global-fund/)

**Council Tax, Statements of Attendance and Other Documentation**

The College has set up a useful link for current students requiring standard official documentation: [http://www3.imperial.ac.uk/studentfinance/counciltax](http://www3.imperial.ac.uk/studentfinance/counciltax).

Council Tax Letters are available upon request from the “Request Documents” tab in e-service.

**Funding for conferences**

Your supervisor will be able to advise on any funding available for conference travel and attendance. Sources of conference funding include The City and Guilds Association Trust [http://www.cgca.org.uk](http://www.cgca.org.uk) and the Imperial College Trust [http://www.imperial.ac.uk/admin-services/secretariat/about-the-secretariat/what-we-do/imperial-college-trust/apply-to-the-general-fund/](http://www.imperial.ac.uk/admin-services/secretariat/about-the-secretariat/what-we-do/imperial-college-trust/apply-to-the-general-fund/)

Please contact your Section Administrator who will be able to advise on booking travel.
**English Language Requirement**

Postgraduate students who are not native speakers of English must fulfil the **Postgraduate English Requirement** in addition to meeting the English Language entry requirements. The aim of the requirement is to help, remind, and encourage you to work on your English language skills and to ensure that you receive the necessary writing support throughout your research studies. The first step is to take the Initial English Test EA1 as soon as possible after registering for your research programme.

More information on the College’s English language requirement policy is available here including exemptions: [http://www.imperial.ac.uk/study/pg/apply/requirements/english/](http://www.imperial.ac.uk/study/pg/apply/requirements/english/)

**Do you need to take an English Language test?**

Upon arrival at college students should check with the Department Research Administrator whether they meet the exemption criteria. If yes, then they are ‘signed off’. If no, they proceed to the Centre for Academic English (CfAE) “English Assessment 1”. [http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/](http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/)

**1. EA1- registration**

- CfAE initial test, EA 1, as soon as possible after arrival.
- CfAE will report to departments the outcomes from these assessments
- All those who do not meet the criteria at the initial assessment will be tested again at eight months.

Following the test, there are a number of possibilities:

a) Having passed the initial assessment, the student is signed off.
b) Additional language teaching is recommended or required, with a further test at the Early Stage Assessment (ESA) stage.

**2. EA2- 8 months**

In order to meet the nine month Early Stage Assessment requirement, the CfAE will assess students who have not been previously signed off. The student will either be signed off at this stage or have to undergo further English training, with a further assessment at the 18-24 month stage.

**3. Late Stage Review- 18-24 months**

Failure to meet the requirement at the Late Stage Review point will mean the matter is referred to the College/Department for review.
Health and Safety Information (use of equipment, training etc.)

For full information on Departmental health and safety see the orange Safety Booklet at the back of this handbook.

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-by-Provost.pdf

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 and to thereby 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: http://www.imperial.ac.uk/safety
Your programme director, academic supervisor and departmental safety officer are the first people to whom you should report concerns or ask for advice, but you may also contact the Safety Department directly.

**Your Departmental Safety Officer is:**
Dr Geoff Fowler
Room 413, Skempton Building
020 7594 5973
g.fowler@imperial.ac.uk

**Occupational Health requirements**
The College Occupational Health Service provides services to protect health at work, assess and advise on fitness for work and to ensure that health issues are effectively managed. 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.

http://www.imperial.ac.uk/occupational-health

**Communications**
Please ensure that your student-e-service contact details are up-to-date at all times, including your next-of-kin-contact information.

The Department is not able to provide a postal or fax service.

It is not possible to provide a service for incoming telephone messages except in the case of emergency. Please ensure your family/next of kin are aware of the following contact:

00 44 (0) 207 594 1127 (Sarah Willis)

**Working alone and emergency contact numbers**
It is prohibited under College safety regulations for any person to work alone in a laboratory or workshop at any time. At least one other person must be within calling distance. All members of the College must know how to contact emergency services.

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College’s South Kensington campus – including where an ambulance is felt to be needed, the call will go direct to the College Security Control Desk: **020-7589-1000**

If using an internal College phone, the number to call is **4444**.

Any activity involving tools or machinery is deemed to be "working in a laboratory or workshop"; purely office or computing activities are excluded.
Professional Skills Attendance Requirement

All research students are expected to complete a number of the Graduate School Professional Skills courses as part of their research degree registration. Students registered after October 2016 must meet set requirements by the Early Stage Assessment (ESA) and the Late Stage Review (LSR). The attendance requirement is there to ensure that all students receive some generic skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

By their Early Stage Assessment (9 months for full time students, 18 months for part time students) all students must attend:

- a minimum of 2 professional skills courses plus the online plagiarism awareness course

OR

- a Graduate School retreat plus the online plagiarism awareness course

OR

- An international doctoral summer school plus the online plagiarism awareness course

By their Late Stage Review (18-24 months for full time students, 30-36 months for part time students) all students must have completed a further two Graduate School courses.

For further details see: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/

UKVI requirements for overseas students

The Government imposes a requirement on universities to monitor the attendance of Tier 4 student visa holders, and to report to UK Visas and Immigration (UKVI) any Tier 4 visa holders who cease to be in regular attendance. The College is required to notify the UKVI where a student visa holder has missed ten “expected interactions” with the College. It is therefore essential that students keep in contact with their supervisors, and communicate any annual or sick leave to them.

All students regardless of whether they hold a visa or not, should inform their supervisor of any annual leave, sick leave, or other periods of absence.
4. Doctoral Milestones & Departmental Requirements

For information on milestones and for copies of the forms please see the Departmental Intranet
https://www.imperial.ac.uk/civil-engineering/intranet/research-students/

**PhD Early Stage Assessment**

**Guidelines for the Preparation of the Report and an Acceptable Presentation**

**Within nine months of registration (full time students) and eighteen months (part time students):** submission of an Early Stage Assessment (ESA) Report followed by a confirmation viva examination. This progress report should be no more than 20-30 pages and should include a definition of the research problem, a literature review, a brief description of any results achieved to date, and a research plan and timeline for the remainder of the PhD. The student will be given a viva on the report, normally by one or two assessors selected from the academic staff of the Civil and Environmental Engineering Department or other departments at Imperial involved in the research. The assessors may ask the student to prepare a 20 minute presentation outlining the content of their progress report to aid assessment. The possible outcomes of the confirmation assessment are listed at the bottom of this page.

**The Report** should be a directed and specifically designed for the purpose. The essential aim of the report is to provide a document that demonstrates that the proposed PhD study is a viable exercise with adequate resources available in the timescale adopted. (The normal period for the completion of a PhD study is three years after the initial registration. The College now sets a maximum of four years for the submission of the thesis).

**The Report Outline**

1. **Introduction:** The nature of the work described in a way that would be understood by any member of the Departments academic staff. It is not appropriate to introduce specific jargon related to the subject speciality without reasonable explanation. This section will finish with a broad AIM of the research.

2. **Background/Literature Review:** An outline of the precedents for the proposed work and an indication of its potential significance. This section will conclude with a summary of the state-of-the-art, and hence lead on to DETAILED OBJECTIVES, which will guide the research (at least initially) and be used ultimately to judge the success of a project, depending on the extent to which they were achieved.

3. **Methods:** An indication of the methods to be adopted in the study with a demonstration of their viability. This section may include a discussion of approximations and their potential impact on results, or of sources of experimental error and a measure of these.
4. **Progress to Date:** A description of research progress achieved and a summary of the results which have been obtained to date. This section should not be large as it is NOT the aim of this report to see how much work the candidate has done. This should be compared (and contrasted) with the objectives which had been originally set in the First-Year plan.

5. **Research Plan:** Arguably the most important section, and hence should be AT LEAST 3-4 pages. A focused appraisal of the future plans for the research, with a clear and expanded summary of the future actions. This must include an outline timetable of activities leading to a successful completion of studies. It is worth noting that, over the past several years, inadequate attention to section 5 has been the main reason for some reports having been judged to be unsatisfactory, as well as very unclear objectives lacking detail or insight.

**Submission and Assessment**

Once the ESA (pre-assessment) Report is complete the report should be submitted by email to the supervisors and Sarah Willis ([s.willis@imperial.ac.uk](mailto:s.willis@imperial.ac.uk)). Following the assessment meeting, the ESA form is to be submitted in paper copy or by email to Sarah. Please note students are now required to sign this form as well as the examiners.

Confirmation that the student has completed the Graduate School Courses, the Online Plagiarism Course and the English Language requirement (if stipulated) will be required at this stage. Once approved by the Director of the PhD Programme the College Records Office are informed that the student has completed this milestone.

**Assessment Outcomes and Recommendations**

The outcomes of the confirmation assessment will either be (a) continuation towards the PhD, (b) transfer of registration to MPhil or (c) withdrawal from Imperial College London.

Where either (b) or (c) are being recommended, the Supervisor(s) and Assessor(s) should first offer the student a further four weeks to bring to work up to an appropriate standard. Clear guidelines should be given, in writing, to ensure that the additional work required is clear, and that the potential outcomes and their implications are clearly understood.
PhD Late Stage Review
Guidelines for the preparation of the report and an acceptable presentation

Between 18 and 24 months (full time) and 30 and 36 months (part time): Students MUST submit a PhD completion plan. This should provide information on the proposed structure of the thesis, including chapter titles and sub-sections, details of outstanding tasks necessary for completion of the research and a timeline indicating when these tasks will be completed.

Submission and Assessment
Once the LSR (pre-assessment) Report is complete the report to be submitted by email to the supervisors along with Sarah Willis (s.willis@imperial.ac.uk). Following the assessment meeting, the LSR form is to be submitted by email or in paper copy to Sarah. Please note students are now required to sign this form along with the examiners. Once approved by the Director of the PhD Programme the College Records Office are informed that the student has completed this milestone.

Proposed Title of the Thesis:

Name of Student:  Name of Supervisor(s):

PhD Start date:  Current date:

1. Background to the Research:
This section should briefly explain the background to the research. The aim should be to present the research in context and in a way that can be understood by a non-specialist in the subject area.

2. Research Aim and Objectives:
This section should concisely state the research aims and objectives.

3. Proposed Thesis Structure:
This section should describe the content of the proposed thesis. It should outline the probable chapters that will form the thesis with a brief summary outlining the content of each one.

4. PhD Completion Plan:
This should indicate when the different outstanding activities and tasks necessary to complete the research and thesis will be undertaken within the funding period of the PhD project. It should include information on when the various tasks will be completed and will highlight any issues that might delay thesis submission.

5. Expected Thesis Submission Date:
Please confirm that the thesis is going to be submitted on time and provide a realistic submission date.
**Three Minute Thesis**

Three Minute Thesis (3MT®) is a research communication competition developed by The University of Queensland. The exercise challenges PhD students to present a compelling oration on their thesis topic and its significance in just three minutes. 3MT develops academic, presentation, and research communication skills, and supports the development of research students' capacity to effectively explain their research in language appropriate to a non-specialist audience. It is a professional and highly engaging international competition.

For this Department, each student presents their research in their third year of studies [http://www.imperial.ac.uk/study/pg/graduate-school/events/three-minute-thesis/](http://www.imperial.ac.uk/study/pg/graduate-school/events/three-minute-thesis/)

**Completion of Course of Study**

The minimum period of full-time study for a PhD degree is 24 months but, in reality, 36 months is usually the minimum. It is the responsibility of the supervisor to advise students as to when sufficient work has been carried out. The maximum deadline for submitting a thesis is 48 months for full time students. Bursary funding usually terminates after three or three and a half years and it is also in the interest of the students to finish their studies at this stage.

**Completing Research Status (Writing up)**

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental and programming work. A formal 36 month precept milestone and precept is in place to ensure the student has completed all substantive research and that during the CRS period the student will be solely engaged in writing up the thesis. Once this milestone has been completed the CRS form must be returned to Sarah Willis ([s.willis@imperial.ac.uk](mailto:s.willis@imperial.ac.uk)) to be signed off by the Director of Postgraduate Studies.

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student's normal 36 month registration period. During Writing Up student's will have the same privileges as they currently have and a fee of £200 will be charged for the 12 months.

At the end of the CRS period a student will be recorded as 'Writing up Away from College' until the thesis is submitted, they will not be registered during this period but will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

For further information please see: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/)
There are many formal and informal ways of obtaining support, help and advice. The formal sources open to you include, but are not limited to:

- **Supervisor**
  The key role of a research degree supervisor is to assist and support a student throughout their academic studies.

- **Departmental Director of Postgraduate Studies**
  Responsible for implementing postgraduate education policy as determined jointly in consultation with other members of the Department.

- **Senior Tutor (Postgraduate)**
  Postgraduate Tutors provide a source of pastoral support to the postgraduate students in their Department.

- **Department Research Administrator**
  Responsible for the management and administration of the PGR programme.

- **Head of Department**
  Responsible for all activity and matters relating to the normal working of the Department.

- **Departmental student representative**
  The Departmental student representative collates information and suggestions, and passes them on to the relevant staff.

- **Departmental Safety Officer**
  Responsible for the organisation and management of Departmental health and safety, and is available to provide advice and guidance on all aspects of health and safety.

During the course of study, the student and supervisor should normally have detailed discussions once per week, and see each other daily if the student is engaged in experimental research, or whenever close support or monitoring of progress is required. Students are expected to be in regular full day attendance and supervisors should ensure that they are available. The supervisor should ensure that the student does not work in isolation, has contact with other students, and attends departmental and group activities, including lectures and talks.

The College Mutual Expectations document, outlines what students and supervisors should expect of each other during the PGR programme: [http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/civil/internal/phd/Mutual-expectations-07.12.17.pdf](http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/civil/internal/phd/Mutual-expectations-07.12.17.pdf)

The Senior Tutor (Postgraduate) will see all research students collectively during the induction at the beginning of the year and is available at the request of the student. The Postgraduate
Tutor regularly convenes meetings of the Postgraduate Research Staff-Student Liaison Committee to discuss matters of more general importance to postgraduate students such as: research facilities, departmental accommodation, out-of-hours working practices, etc. The Committee, chaired by the Postgraduate Tutor, usually consists of student representatives from each one of the Department’s research sections, the Departmental PhD Representative, the Director of the Postgraduate Research Programme and the Postgraduate Administrator.

6. Academic Regulations

**Academic and Examination Regulations**
The College academic and examination regulations for the award of research degrees can be viewed here: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

**Regulations for Students**
All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, and such other Regulations and Instructions for Students as the College may from time to time approve. The Regulations for Students can be viewed here: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

7. Examination Procedures

**Examination Entry**
Before you can submit your thesis or be examined on it you, your supervisor and your department will need to complete examination entry forms. You should aim to submit your examination entry forms at least four months before you would like to submit your thesis, or four months before your final submission deadline. This means submitting your forms no later than 44 months after your start date if you are a full-time student, or 68 months after your start date if you are a part-time student. Please note that submission of your thesis is not permitted until you have completed the minimum registration period. Before you submit the examination entry forms you should ensure that you have completed all your milestones and that the Registry has received all relevant documentation. Further details can be found here: [http://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/)

Sarah can provide copies of the form and once completed, please return a paper copy to her or electronic copy to s.willis@imperial.ac.uk
Thesis Submission
Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format. When you submit your thesis, you should make sure that you also email a copy of the Thesis Declaration Form directly to the Registry. Your thesis must be submitted electronically via the eThesis website www.ethesis.co.uk

Further details can be found here: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

Please let Sarah know when you have submitted your thesis.

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

Please let Sarah know the date of your viva.

“Passing Your Viva” video
This film has been created by the Graduate School and Dandylion Films to support research students with viva presentation.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/

When your viva has taken place you may be informed of the outcome by the examiners. You will possibly be asked to make some minor corrections to your thesis before submitting the final copy and being awarded your degree. Once you have submitted the final thesis and your examiners have agreed that they are satisfied, the Registry will write to you confirming the award of your degree. Your degree certificate will be issued after this date.

E-theses: 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:
Please contact the Research Degrees Team if you have any queries regarding the etheses policy or an embargo: research.degree@imperial.ac.uk


Academic Integrity
As a student at the College 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 here http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

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 Mutual Expectations document for research students and supervisors, which gives advice on all stages of a research degree: http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/civil/internal/phd/Mutual-expectations-07.12.17.pdf

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/

Complaints, Appeals and Disciplinary Procedures
The College aims to give the highest specialised instruction and provide you with the training, resources and administrative support you need to succeed. We also have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. We recognise however, that students may believe that they have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree.
Accordingly we have laid out clear and consistent procedures through which complaints and postgraduate research student appeals can be investigated and considered:

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

**Copyright**

Copyright guidance is available from the Library: http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

**Employment during studies**

The College recommends that full-time students do not take up part-time work during term-time. If this is unavoidable we advise students to work no more than 10-15 hours per week, which should be principally at weekends and not within the normal working hours of the College. Working in excess of these hours could impact adversely on a student’s studies or health. International students should be advised that most visas allow students to work no more than 20 hours a week. Some sponsors may not permit students to take up work outside their studies and others may specify a limit. Students considering part-time work during term time are strongly advised to discuss this issue with their supervisor or postgraduate tutor. International students should also seek advice from the International Office regarding visa limitations on employment.

Please refer to the policy on employment during studies:


**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. 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.

Details are available at:

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

Where the placement is undertaken outside the UK additional support is provided in the Placements Abroad Handbook.

**Ethics**

Procedures for ethics approval, Home Office licences, etc.

The Imperial College Research Ethics Committee (ICREC) website gives information about ethical approval for certain types of proposed research, and explains the avenues by which this approval can be obtained.

http://www.imperial.ac.uk/research-ethics-committee

**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](http://www.imperial.ac.uk/research-and-innovation/research-office/) and the [Policy and Procedures for Investigation of Allegations of Scientific Misconduct](http://www.imperial.ac.uk/research-and-innovation/research-office/)

**Intellectual Property Policy**
Where students generate IP in the course of their study or research they will own that IP in their own right unless one of the following applies:

(i) they generate IP which is subject to governing term or an agreement with an external organisation whereby the IP vests with College or a third party; or  
(ii) they generate IP which builds upon existing IP generated by College Employees or Associates; or  
(iii) they generate IP jointly with College Employees or Associates; or  
(iv) they are, or have the status of, College Employee (in which case they are treated by College and the law as employees).

In the above listed circumstances, students will be required to assign IP to College and, in respect of revenue generated by that IP, the student will be treated on the same basis as College Employees under the Reward to Investors Scheme.

For further guidance, contact the Research Office.

http://www.imperial.ac.uk/research-and-innovation/research-office/

**Leave**

**Annual Leave**
Postgraduate Research students do not have predetermined leave time and are entitled to 8 weeks annual leave throughout the year, which includes College closure dates, which Supervisors must authorise and keep a record of. Each student should discuss this at the start of their research degree with their supervisor.
**Sick Leave**

Students must notify their supervisor and for longer periods of sickness the Postgraduate Administrator/Postgraduate Tutor as soon as possible. If they are absent due to illness or injury 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 Please return this completed form to Sarah.

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 or your interruption is for a period of less than 60 days. Please see further information for international students on how your visa may be affected by an interruption of studies. https://workspace.imperial.ac.uk/international/Public/Resits%20and%20Interruptions.pdf

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

9. Plagiarism

Plagiarism

It is important that students learn about how to properly attribute and acknowledge the work, date and ideas of others. Plagiarism is scientific misconduct, and students whose thesis can be shown to contain plagiarism are subject to penalties as outlined in the College’s Cheating Offences Policy and Procedures which can be found here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

However, in the case of PhD theses there are issues as to what should count as plagiarism. In particular, is a student permitted to re-use their own work (for example material from a previous publication that they have written)? There are considerable grey areas, that require academic judgement, but this document is intended to provide guidelines for students, supervisors and examiners.

In general it is acceptable academic practice for a PhD student to include in their thesis material that has been previously written and published by themselves (including figures and text): they should make it clear that they themselves have published this previously and reference appropriately. However, they must not include material written by others (including their supervisor) without proper attribution, even if they are authors on the publication.

Students should note that reproduction of published work may infringe copyright, as discussed in http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

It is not acceptable to reproduce material that has been submitted for an examination at Imperial or another university (for example from the student’s Master’s thesis). It is acceptable for students to reproduce text and figures that they have previously written and submitted as part of their early or late stage assessment and/or other reports to funders or other bodies. Any documents that are publicly accessible should be appropriately referenced.

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication.
It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like, “Some of the work described in this thesis has been previously published in **** and ***.”

There are some sections of a thesis that frequently show high similarity when put through TurnitinUK or similar programmes. For example, the Material and Methods of theses from the same discipline often show similarity. This may be because there are only a limited number of ways in which a particular method can be accurately described. While it is not good practice to simply cut and paste methods into a thesis, students should not contort their text simply to avoid similarity with another publication. Plagiarism is misappropriation of another person’s original ideas, thoughts or data. While it is important to cite those that have developed the methodologies used in a thesis, similarity in describing those methodologies is usually acceptable.

Plagiarism advice for postgraduate research students can be found on the Library website at: http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/

**TurnitinUK Plagiarism Detection Service at Imperial College London**

TurnitinUK is an online plagiarism detection service that enables plagiarism comparison.

http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/

**Plagiarism Awareness Online Course**

The Graduate School, in conjunction with the Library, has developed an online course designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is. **This course is a requirement for all Postgraduate Research students and should be completed by your early stage assessment.**

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

**Student Support**
The student support webpages (Student Space) are the central point for information on health and wellbeing. [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/)

**Director of Student Support**
The Director of Student Support has overall responsibility for all matters relating to student support and wellbeing. [http://www.imperial.ac.uk/people/d.wright](http://www.imperial.ac.uk/people/d.wright)

**Faculty Senior Tutors and Departmental Support**
Faculty Tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students. For more information see: [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/)


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

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

**The Senior Tutor (Postgraduate) for your Department is**
Dr Ana Ruiz-Teran
[ a.ruiz-teran@imperial.ac.uk](mailto:a.ruiz-teran@imperial.ac.uk)
**Imperial College Union (ICU) Advice Centre**
The ICU Advice Centre offers advice and support on a wide range of issues. Imperial College Union runs the Centre independently of the College. The Student Advisor provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

[https://www.imperialcollegeunion.org/welfare-and-advice](https://www.imperialcollegeunion.org/welfare-and-advice)

**Student Counselling and Mental Health Advice Service**
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students of Imperial College London. It is free and confidential.

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

**Disability Advisory Service**
The Disability Advisory Service offers confidential advice and support to students with a disability, specific learning difficulty, enduring health or mental health condition.


**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.

More information on Departmental Disability Officers is available at:

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

**Your Departmental Disability Officer is:**

**Mrs Louise Green**  
Undergraduate Office, Room 401  
l.green@imperial.ac.uk

If you have any issues regarding a disability that you would like to discuss with your Department, or if you believe you will require special examination arrangements due to a disability, please feel free to speak to Mrs Louise Green in Room 401, or email for an appointment.
**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:

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:

http://www.imperialcollegehealthcentre.co.uk/

**NHS Dentist (based in the Health Centre)**
The dental team provides the full range of NHS treatments. The surgery can also provide private treatment.

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

**New Students**
Information on how to settle in and find your way around.

http://www.imperial.ac.uk/students/new-students/

**Religious and Faith Support**
The Chaplaincy Multi-Faith Centre is a place of resource, help, advice and information relating to issues of faith and spirituality. The Chaplaincy service provides prayer rooms, information about local places of worship, and people from different faiths you can talk with about issues of spirituality and religion.

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

**11. Student Support**

**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.

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

The Careers Service offers resources and advice on successful career planning.

http://www.imperial.ac.uk/careers/exploring-your-options/career/

**Centre for Academic English**
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](http://www.imperial.ac.uk/academic-english)

**The Graduate School**
Every postgraduate student at Imperial is a member of the Graduate School. In partnership with academics, students across the College and the Graduate Students' Union, the Graduate School provides opportunities 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. The Graduate School runs a Professional Skills Development programme for Master's students.

[http://www.imperial.ac.uk/study/pg/graduate-school/](http://www.imperial.ac.uk/study/pg/graduate-school/)

**Information and Communications Technologies (ICT)**
ICT provides all the central IT systems across Imperial and provides IT support for students.

If you need help, you can contact the ICT Service Desk on 020 7594 9000, find help online at [www.imperial.ac.uk/ict](http://www.imperial.ac.uk/ict) or visit the Service Desk on Level 4 Sherfield Building, open Monday – Friday from 8.30am until 6pm.

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

You should also familiarise yourself with the Conditions of Use of IT Facilities:

**International Student Support**
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.

[http://www.imperial.ac.uk/study/international-students/](http://www.imperial.ac.uk/study/international-students/)
**Library Services**

Our Library Services deliver a wide range of resources to support students’ needs. The Central Library at South Kensington offers over 1,300 study spaces, many with PCs, while our campus libraries support the research needs of medical students and those based at Silwood Park. Alongside these physical spaces the Library also provides over 170,000 electronic books, journals and databases available both on and off campus. Subject librarians provide expert advice and training and are always on hand to help – just drop in!

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

**Departmental Liaison Librarian:**

Nicole Urquhart  
Central Library  
020 7594 1889  
n.urquhart@imperial.ac.uk

**Departmental Library**

The Civil Engineering Library is open exclusively to students and staff of the Department. Funded by the Department, the Library hosts a collection of around 15,000 books, 400 online and print journal titles, a large collection of reports from industry, and historical collections. It is open from 9.30 to 17.00 on weekdays (20.00 on Thursday) with opening extended to 21.00 during examination periods.

Our dedicated Librarian offers support with coursework in one-to-one or group format, including how to find the best information for your study. The Library engages with students via Twitter @CivEngLib.

Further information about the library and its services is available from the library staff and from the Departmental Library webpage: [http://www.imperial.ac.uk/civil-engineering/about-us/library/](http://www.imperial.ac.uk/civil-engineering/about-us/library/)

**Registry**

Registry: [http://www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/)

The Registry is split into sections with different responsibilities, including:

**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 currently 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.

Student Records and Data 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.

Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

Student Records and Examinations: student.records@imperial.ac.uk or +44 (0)20 7594 7268
Degree Certificates: certificates@imperial.ac.uk or +44 (0)20 7594 8037

**Student Financial Support**
The Student Financial Support team is responsible for a variety of funding schemes to help support prospective and current students.

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

*Postgraduate Scholarships and Research Council Studentships*
scholarships@imperial.ac.uk or +44 (0)20 759 48047/48130

*US Federal Loans, Hardship funding and Emergency loans*
stUDENT.funding@imperial.ac.uk or +44 (0)20 759 48122

**Student Hub**
The Student Hub is the one stop shop for all key information and support that students need for everyday life at Imperial. All the student support departments are brought together here, so that you can get answers to your most frequent queries in one place.

The Student Hub team can help you with enquiries on:

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

[http://www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/)
stUDENT.hub@imperial.ac.uk
**Accommodation**

For information on halls and private accommodation see:

http://www.imperial.ac.uk/study/campus-life/accommodation/

**Sport Imperial**

Since the establishment of the Sport Imperial brand in 2005, Sport Imperial has maximised investment in state-of-the-art facilities, scholarships and the promotion of sporting excellence and participation, including the ‘Get Active’ campaign to increase sport participation throughout the Imperial community. For more information see:

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

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**12. Student Feedback and Representation**

**Feedback from students**

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

**Imperial College Union**

Imperial College Union is devoted to the educational interests and welfare of its members. All students at Imperial are members of Imperial College Union:

https://www.imperialcollegeunion.org/about-us

**Graduate Students’ Union**

The Graduate Students’ Union is the postgraduate arm of Imperial College Union, and is concerned primarily with the affairs of all postgraduate students at Imperial.

https://union.ic.ac.uk/presidents/gsu/

**Student Representation**

Student Representatives are recruited from every department to gather feedback from students to discuss with staff. You will be advised of the processes, both on self-nomination for the positions, and the selection processes. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union (ICU) website.

https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

**Staff-Student Committee**

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

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

There are three committees: Undergraduate, Master’s and Research Students/Staff. They meet once each term, and their remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, the Graduate Student Association and relevant Departmental Officers.

The PhD SSC is chaired by the Postgraduate Tutor, with the Departmental Postgraduate Representative acting as Deputy Chair.

13. 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:
PRES last ran spring term 2017 and will run again in 2019.

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

14. Personal Development Opportunities for Research Degree Students

Graduate Teaching Assistants (GTAs)
PhD students have the opportunity to work as Graduate Teaching Assistants (GTAs) in the Department. Working as a GTA provides you with an opportunity to broaden your experience at Imperial, and develop further skills.

For more information about GTAs see:

https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/

http://www.imperial.ac.uk/study/pg/graduate-school/gtas/

All those registered for the PhD degree are expected, during the course of their time in the Department, to participate in the teaching activities within the Department as related to the Undergraduate and Master’s Programmes. Normal (basic) activities falling within the remit of Graduate Teaching Assistants would be assisting with tutorials, laboratories, workshops, and design classes.
In order to understand these activities students must undertake a basic training course, run by the Faculty of Engineering with the Department, and complete an attendance form. Students are also eligible to extend their training in order to earn a certificate from the Faculty. Basic training involves one half day session. Advanced training involves the basic training plus a further three discussion sessions and a piece of written work. It may be possible for students to use this advanced training to become an Associate of the Higher Education Academy, which is the professional body for lecturers in Higher Education Institutions in the UK. Students who have not enrolled on the basic training for GTAs are not permitted to work as GTAs. The basic training is held every October, and the advanced training has subsequent dates at the end of the autumn term and into early spring term. The training is free.

Further or advanced work undertaken by GTAs, all of which requires further attendance at advanced training levels, are as follows:

Field Trips: Training given as required.

Exam Invigilation: Training sessions are run once per year, covering GTAs to invigilate at both Undergraduate and Master’s level.

**Imperial Outreach**

Imperial has a long established reputation for delivering excellent outreach activities to school and college students. Opportunities on offer range from open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures and schools visits to raise awareness of Higher Education.


**Outreach Postgraduate Ambassadors (OPA)**

The Outreach Postgraduate Ambassadors Scheme provides enthusiastic postgraduates with training and the opportunity to communicate their research or experiences to school-aged audiences. Talks and demonstrations can take place in schools or at events on campus including Demonstration Lectures, Taster Days and summer schools. There are no restrictions or requirements other than a willingness to inspire and delight a young and captivated audience! You can do as much or as little as you want. The emphasis is on fitting it flexibly around your work and study commitments.


**Professional Skills Development Programme**

[http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/)
**Professional Skills Training**

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

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

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

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

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

**The Programme**

The Graduate School Professional Skills Development programme is one of staged learning to ensure that you acquire basic research skills at the start of your doctoral studies and continue to develop as a well rounded researcher, gaining the skills and experience to successfully complete your research degree and move on. The programme is an integral part of your research degree and you should use it to support your personal development. The courses vary in length and format, from one-hour lectures, webinars and on-line courses, to three-day interactive residential workshops.

The short programme is divided into “innovation” areas as follows:

- Writing for Success
- Perfecting Presentations
- Ensuring Integrity
- Information Landscape
- Maximising Management Skills
- Understanding Yourself and Others
The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.

**Why does the Graduate School offer ‘professional skills’ courses?**

Research funders, including: Research Councils, Governments and Industrial sponsors require universities to invest in your professional development. This requirement stems from the 2002 Report of Sir Gareth Roberts’ *Review SET for Success* which discussed the changing nature of doctoral programmes and recommended skills training for doctoral students. The report found that doctoral graduates were often too narrowly focussed on their area of research and had difficulty adjusting to work (which involves a broader range of skills) whether inside or outside of academia. (On a national basis only 3.5% of domestic science doctoral graduates go on to become permanent academic research staff (Royal Society report (2011).

Following the 2002 report the RCUK *Joint Skills Statement* recommended that skills including “Personal Effectiveness, Communication Skills, Networking and Teamworking, Career Management” should be covered (as well as “Research Skills and Techniques, Research Environment and Research Management” available via departmental provision).

The Joint Skills Statement has now been replaced by the more elaborate [Researcher Development Framework (RDF)](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/)

**Writing. Presentation & Careers Help sheets**

Some online help sheets have been developed as back up to workshops provided by your Department and the Graduate School. These help sheets provide general, generic guidance and some tips for getting started. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

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

**Online Resources**

Some online courses have been developed as back up to workshops provided by your Department and the Graduate School. These provide general and generic guidance on a growing number of topics. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

[http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/)
15. Alumni Services

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 an online account, alumni email service, networking events, access to the Library and online resources, Careers support, and our Alumni Visitor Centre. Explore your new community and find out what other alumni have done, search for a local group and join the conversations in our LinkedIn group and on our Facebook page. Above all, please keep in touch! We would love to hear about what you are getting up to, and would like to help and support you as much as we can. You can always drop us an email at alumni@imperial.ac.uk.

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

Explore the Departmental Alumni Profiles to find out what previous graduates have gone on to achieve: http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/
Appendix A: Monitoring Attendance

All students undertaking programmes of study are required to attend in accordance with the following, extracted from the College's Academic and Examination Regulations. Full details may be found at: http://www3.imperial.ac.uk/registry/information/academicregulations

Academic and Examination Regulations

Extract from Regulation 9.4: A student admitted to any course of study must attend to the satisfaction of the Head of Department.

In addition to this, the College is required by a number of authorities and organisations including the Higher Education Funding Council for England (HEFCE), the United Kingdom Borders Agency (UK-BA) and Sponsors, to monitor the attendance of all students, and to regularly report those failing to attend. This is reflected in the College's regulations and procedures to ensure the welfare and academic progress for all students.

The procedure for compliance adopted for the PGR Programme within the Department of Civil and Environmental Engineering is to base the monitoring of attendance around a number of 'check points', the first of which will be:

- Attendance at PhD Induction.
- Completion of Health and Safety Induction, at which a checklist must be completed, and signed by the student and a member of staff.
- Attendance at other compulsory sessions throughout the programme.
- Attendance at Graduate School Training Programmes.
- Attendance at English Language classes (if required).
- GTA work undertaken.
- Submission of documentation required according to timelines.
- Random checks and other upcoming events.

In addition to these, the following further check points will apply:

- Scheduled meetings and contact with project supervisors.
Appendix B: Disabilities Statement

Information for students with disabilities, specific learning difficulties or long-term health issues

At Imperial College 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. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can arrange expert advice and support to enable you to do this.

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.

Where to find help:

Departmental Disability Liaison Officer
Mrs Louise Green
l.green@imperial.ac.uk
Room 401
020 7594 6045

Mrs Green 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.

Special examinations arrangements:
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. They 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.

http://www3.imperial.ac.uk/disabilityadvisoryservice

Disabled Students Allowance
The Disabled Students' Allowance (DSA):

- Is a grant, not a loan and does not have to be paid back.
- Does not depend on a student's income or the income of their parents, guardians or carers.
- Does not affect entitlement to other benefits.
- Is available to both undergraduates and postgraduates who are UK residents and pay home fees.
- Helps disabled people to study in higher education on an equal basis with other students.

http://www.imperial.ac.uk/disability-advisory-service/support/dsa/