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1. College Introduction

Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now 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 – see page 11 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 380 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2019-20) 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. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students’ Union will:

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

www.imperial.ac.uk/students/our-principles
**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

www.imperial.ac.uk/study/pg/graduate-school/strategy-and-governance/doctoral-proposition/

**Mutual Expectations for the Research Degree Student Supervisor Partnership**

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

Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students’ Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard. Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access from wherever you are in the world. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact and will help you to become a productive and successful researcher.

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

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

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

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

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

Professional skills courses

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

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/

All courses can be booked online.

Contact us

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

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU).

We are the elected representative body standing up for your interests as a postgraduate student. In addition, we are here to help you to make the most of your time at Imperial. We work towards building a thriving and enjoyable postgraduate community, spanning across all faculties and campuses at Imperial College.

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

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

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

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

Mohit Devgan

GSU President 2019-20

gsu.president@imperial.ac.uk

www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union
Imperial Mobile app

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

www.imperial.ac.uk/imperialmobile

Imperial Success Guide

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

www.imperial.ac.uk/students/success-guide/pgr/

Key Dates 2019-20

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

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

Key events
Chemical Engineering PhD Symposium: 29 June 2020
Great Exhibition Road Festival: 3 - 5 July 2020

Location and Facilities

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

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

www.accessable.co.uk/organisations/imperial-college-london
Smoke-Free Policy

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

SafeZone

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

SafeZone is optional to register to and is now available to download on the Apple and Android App stores.

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

Some of the key people in the department are:

**Head of Department – Professor Nilay Shah**

ACEX 305  n.shah@imperial.ac.uk

The Head of Department is responsible for the overall running and strategy of the Department. He chairs the departmental executive committee. He also represents the Department on various College and Faculty committees.

Nilay’s research interest is in the area of energy systems, supply chain design and optimisation, and safety in design and operation. Unless he is your PhD supervisor or assessor, your contact with him is likely to be quite informal.

**Director of Postgraduate Studies – Professor Serafim Kalliadasis**

ACEX 310  s.kalliadasis@imperial.ac.uk

The Director of Postgraduate Studies is responsible for implementing postgraduate education policy in the Department and is the postgraduate teaching/research interface between the Department and central administrative services, College Committees, and external Committees and organisations.

Serafim’s research interest is in the area of interdisciplinary applied mathematics and engineering science fundamentals, especially the interface between mathematics and engineering science. He is the Head of Department’s delegate on postgraduate matters, so he will be the one who signs off any forms or who will talk to you if there are any issues with your progress. He is also available to talk to you, should you have any concerns about your academic progress or supervision or any issues you would like to discuss.

**Senior Tutor (PG) – Professor Paul Luckham**

RODH 148  p.luckham01@imperial.ac.uk

The Senior Tutor (PG) looks after the welfare of postgraduate students. Paul hosts the welcome receptions at the beginning of the academic year and is available throughout the year, if you encounter any personal or financial problems, or if you need any advice.

Paul’s research interest is in the area of particle technology. He is an expert in the field of pastoral care and served as College Tutor in the past, so he is excellently suited to help you, no matter what problems you may encounter. If he can’t help, he is very likely to know somebody who can.

**Postgraduate Research Student Administrator – Hannah Davy**

ACEX 311  hannah.davy@imperial.ac.uk

The Postgraduate Research Student Administrator is responsible for the day-to-day administration of the PhD programme for all PhD students starting from October 2019 onwards. Hannah will be your first point of contact for any administrative matters and she will set up and monitor the milestones during the various stages of your PhD.
The Postgraduate Office Manager oversees the administration of the postgraduate programmes and is responsible for PhD admissions and examinations.

Susi has worked in the Department since 2005 and previously worked in the College Registry. She has encyclopaedic knowledge of PhD regulations and knows how Registry works, so if you encounter any issues with any administrative processes, she is likely to be able to advise or point you in the right direction. If you need any advice on musical activities or the classical music scene in London, you will also find her a useful source of information.

Karen’s research interest is in the area of vivo biosensors and synthetic biology.

Ali’s research interest is in optical materials and devices for application in medical diagnostics, therapeutics, and imaging.

As your Student Wellbeing Advisor in the department, Faith can provide you with confidential support and advice with a variety of things such as accommodation, finance, mental health and general wellbeing tips. Faith is also the Departmental Disability Officer so the first point of contact if you need further support. You can find Faith in ACEX 218, where she offers appointments and drop in sessions.

The Department Operations Manager is responsible for the planning and provision of effective and efficient operational services of all aspects of the Department and manages all administrative professional staff. She is closely involved in the development of the Department’s policies and strategies and is responsible for all aspects of financial
management of the Department, including reviewing all research grant applications and managing the Department’s research portfolio. Anusha is responsible for ensuring that the Department’s policies and practices are in line with relevant legislation and regulations.

Research and Finance Manager – Aleksandra Szymanska

ACEX 308  
[Email] a.szymanska@imperial.ac.uk

The Research and Finance Manager is responsible for the management and financial control of research awards. This includes the costing of a potential award and support throughout the submission process to the sponsor, as well as managing desk space and time sheets once an award is confirmed. Aleksandra will monitor award accounts for the duration of the project, and will provide support at the end of the project by preparing for audits required by sponsors and ensuring that the account is in order before it is closed.

Research and Finance Administrator – Laia Santamaria-Ortega

ACEX 308  
[Email] l.santamaria@imperial.ac.uk

The Research and Finance Administrator is closely involved in the management of Department accounts and sets the Academics’ budgets. Laia holds financial control over industrial research projects and manages the Department’s studentship process, as well as monitoring and maintaining the Department’s database where key information about members, research projects and office availability is held.

Finance Administrator – Viji Pillai

ACEX 308  
[Email] v.pillai@imperial.ac.uk

The Finance Administrator is responsible for assisting staff and students with the range of financial processes that take place within the Department, including the raising and modifying of purchase orders, processing expense claims and invoice payment queries. Viji also facilitates the UROP registration process and will be involved if a bursary is to be awarded to a participating student by the Department.

Resources Administrator- Nadya Spiridonova

ACEX 308  
[Email] n.spiridonova@imperial.ac.uk

The Resources Administrator assists the Research and Finance Manager in costing research proposals and is responsible for monitoring proposal success rates and funding amounts awarded. She is responsible for the forecasting and distribution of desk space and associated keys. Nadya also assists Department members with setting up their time sheets and checking them prior to submission to Research Services.

Communications Officer – Sara West

ACEX 308  
[Email] chemeng.comms@imperial.ac.uk

The Communications Officer is primarily responsible for promoting the Department’s research-related achievements and news via both digital and printed media. Additionally, they are responsible for arranging and publicising departmental events, managing the Department’s social media channels, maintaining the Departmental website and producing marketing materials. Sara is always keen to promote any achievements of
people within the Department, so if there is anything you would like to publicise, such as a published paper, a prize that you have won, or some significant achievement or event, get in touch by e-mailing

chemeng.comms@imperial.ac.uk

Further information about communications support can be found on the Department of Chemical Engineering intranet:

www.imperial.ac.uk/chemical-engineering/for-staff

The staff and student intranet contains information on many common queries, including how to submit casual pay forms, the stores catalogue, and information about booking equipment in the analytical lab. If you have a question, please check here in the first instance as you may be able to find your answer more quickly. Here you can also find an up-to-date list of all key staff and what they do.
3. Departmental Procedures

Getting started

Welcome to the Department of Chemical Engineering! You have started a 3- to 4-year journey towards a PhD and we hope that you will have a fruitful and enjoyable time during your studies. Before your arrival, you should arrange a meeting with your supervisor so that you can be introduced to your research group and given the necessary information relevant to your group. Your supervisor is responsible for arranging a desk space and a computer for you.

Induction events at the start of the academic year

The following events are essential departmental induction events during the first week of term plus a welcome reception for new PhD students to give you the opportunity to meet other students, departmental staff over some free food and drink:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/09/2019</td>
<td>13.30-17.00</td>
<td>Departmental registration for new PhD students in the Chemical Engineering Postgraduate Office: collection of PhD handbook and your ID card</td>
<td>ACEX 311</td>
</tr>
<tr>
<td>01/10/2019</td>
<td>11.00-12.00h</td>
<td>Welcome talks by Professors Nilay Shah, Head of Department, and Serafim Kalliadasis, Director of Postgraduate Studies; followed by Introduction to Postgraduate Welfare by Professor Paul Luckham, Senior Tutor (PG) and a Wellbeing talk by Faith Marsh, departmental Student Wellbeing Advisor.</td>
<td>ACEX 250 (Lecture Theatre 1)</td>
</tr>
<tr>
<td>01/10/2019</td>
<td>12.00-13.00h</td>
<td>Introduction to the PhD programme by Professor Serafim Kalliadasis, Director of Postgraduate Studies</td>
<td>ACEX 203 (Lecture Theatre 2)</td>
</tr>
<tr>
<td>01/10/2019</td>
<td>16.00-18.00</td>
<td>PhD welcome reception in the Design Rooms</td>
<td>ACEX 306-312</td>
</tr>
<tr>
<td>02/10/2019</td>
<td>11.00-12.00h</td>
<td>Departmental safety induction for new postgraduates and staff (This safety induction is COMPULSORY for all postgraduates and staff who are new to the Department.)</td>
<td>ACEX 250 (Lecture Theatre 1)</td>
</tr>
</tbody>
</table>

There is a range of College-wide activities available for new students. Full details can be found here:

www.imperial.ac.uk/students/new-students/welcome-week/

A calendar with all the events for Chemical Engineering PhD students can be found here:

https://outlook.office365.com/owa/calendar/8ba81664661542a2b3021c2d05bd7e64@imperial.ac.uk/8767317002cc4e5bbe29c1fc2f71a22916538678480628260836/calendar.html

You can subscribe to the calendar via this link:

https://outlook.office365.com/owa/calendar/8ba81664661542a2b3021c2d05bd7e64@imperial.ac.uk/8767317002cc4e5bbe29c1fc2f71a22916538678480628260836/calendar.ics
Departmental registration and ID cards

The departmental registration will only take about 10 minutes. You will have your picture taken (so that we know who is who), receive your PhD handbook and (hopefully) your ID card. Please note that the ID card office can only issue cards, if you have uploaded a suitable picture to the student e-service before your start date. If you previously had a College ID card, for example as a former undergraduate, MSc student or for a pre-sessional language course, the ID card office will only produce a new card once they have received your old card.

Induction events for PhD students who join the Department after welcome week

If you start your PhD after welcome week, please come to the Chemical Engineering Postgraduate Office (ACEX 311) and arrange a suitable time for a brief induction with Hannah Davy. In order to obtain your ID card, you will need to complete the first-day safety induction, if you are new to the College. This induction should be arranged by your supervisor and done by someone in your research group.

You will also need to ensure that you fulfil all the necessary safety requirements as soon as possible. Full details of the safety requirements can be found here:

https://imperiallondon.sharepoint.com/sites/foe/ChemicalEngineering/Safety/SitePages/Home.asp

Attendance and absence

You must inform your PhD supervisor if you are absent from the College for more than three days. If the absence is due to illness you must produce a medical certificate after seven days.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office. It is therefore highly important that you keep in regular contact with your supervisor, whether or not you are based in the Department. Supervisors will be asked to report on their interaction with PhD students on a monthly basis and any non-attendance or lack of interaction with the supervisor will be reported to Registry.

If you need to take an extended leave of absence for personal reasons or illness, you should consider applying for an interruption of studies to ensure that you do not lose valuable registration time. The regulations for interruptions of studies are relatively complex, especially if you are on a student visa or a bursary is involved. If there is any problem that may affect your progress, make sure you talk to one of the dedicated staff in the Department to seek advice. Everything you say will be treated in strict confidence.

English Language Requirement

All PhD students who are not native speakers of English must fulfil the Imperial College Doctoral Academic Communication requirement in addition to meeting the English entry requirements. The first step is to take the DACR Assessment 1, offered by the Centre for Academic English, as soon as possible after registering for your PhD. Please note that the latest you can take DACR1 is 3 months after your PhD start date.

“What? Another language assessment? But I have only just passed my IELTS test!” I hear you say. Well, the IELTS (or equivalent) test you took to fulfil the College’s entry requirement is a general English test, whereas this is an assessment of your competence in scientific written English at PhD level. If any
weakness is identified, you will be directed to classes aimed at supporting you through the various stages of the PhD. They should enable you to develop the necessary language skills to complete your PhD independently and successfully.

More information on the Imperial College Doctoral Academic Communication Requirements are available here:

http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/

**Professional Development Programme**

All PhD students are expected to complete a number of Professional Development Programme courses as part of their PhD registration.

The Graduate School is proud to deliver *award winning and sector leading* professional development opportunities to postgraduate students at Imperial College London. The importance of professional development is recognised nationally by the funding councils and other funding bodies and is a key part of the educational experience at Imperial. Our suite of programmes offers students opportunities to develop attributes which are valued by a broad range of employers and it also supports students to develop as world-class researchers.

The College requires all doctoral students to achieve a minimum of four Graduate School credits, by the Late Stage Review (LSR). In addition to these credits, the online doctoral plagiarism awareness course must be completed by the Early Stage Assessment (ESA).

Credits should be accumulated as follows:

- By the Early Stage Assessment (ESA) - 2 credits
- By the Late Stage Review (LSR) - a further 2 credits

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online courses</td>
<td>1</td>
</tr>
<tr>
<td>Face-to-face workshops</td>
<td>1</td>
</tr>
<tr>
<td>Webinars</td>
<td>1</td>
</tr>
<tr>
<td>1 Day Retreat</td>
<td>1</td>
</tr>
<tr>
<td>2 Day Retreat</td>
<td>3</td>
</tr>
<tr>
<td>5 Day Global Fellows Programme</td>
<td>4</td>
</tr>
</tbody>
</table>

The **Online Plagiarism Awareness Course** is *compulsory* for all Doctoral students and should be completed by the ESA. *It does NOT count towards the minimum attendance requirement.*

https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/online-courses/

If you are unsure how many credits the course you are registered to attend is worth, please check the website; course credits are listed under each course description.

Further information on the Professional Development Programme can be found here:
Health and Safety

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

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

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


The Departmental Safety Pages can be found at:

https://imperiallondon.sharepoint.com/sites/foe/ChemicalEngineering/Safety/SitePages/Home.aspx

Please ensure you read all the safety documentation carefully and complete all the required training within the prescribed timescale.

Departmental Safety Officer - Dr Severine Toson

ACEX 301  severine.toson03@imperial.ac.uk

The College Safety Department

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

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

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.
The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

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

www.imperial.ac.uk/safety

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

**Occupational Health requirements**

The College Occupational Health Service provides services to:

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

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

www.imperial.ac.uk/occupational-health
4. Doctoral Milestones & Departmental Requirements

Research plan and appointment of your Assessor

Research plan

The research plan should be completed within 1 month of your official start date and submitted by e-mail to Hannah Davy (hannah.davy@imperial.ac.uk). It should be about 5 pages long and be discussed with your supervisor.

It should include the following information:

- the title of your research project
- your name
- the name(s) of your supervisor(s)
- the name of your assessor (see below for explanation)
- the general objectives and outline of the entire PhD programme
- a detailed plan of your research for the first 9 months to include
  - scientific and educational objectives
  - professional skills courses
  - safety training
  - English language assessment (if applicable)
  - a detailed work plan to indicate approximate dates and immediate and long-term goals

Assessor

Your assessor should be a member of academic staff within the Department of Chemical Engineering who is not involved in your supervision or in your research project. The assessor should be familiar with your research topic and will be responsible for assessing your progress in the Early Stage Assessment (ESA) and the Late Stage Review (LSR).

Early Stage Assessment (ESA)

The Early Stage Assessment is your first milestone. There are 2 parts to the assessment: you will need to submit a PhD confirmation report by e-mail to your assessor, supervisor(s) and Hannah Davy at least a week before your assessment date. The assessment must take place before you reach the 9-month point of your registration and it will be initiated by a calendar invitation from Hannah Davy.

Requirements for the PhD confirmation report

The PhD confirmation report should be a directed and short document 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 report should not exceed 50 pages, although supplementary background material may be included in an appendix. The supplementary material will not necessarily be read by the Assessor. The font should be adequately chosen to allow for ease of reading e.g. Arial 11; the page format should allow enough margins all around to allow for comments to be made by the assessor e.g. 2 or 2.5 cm.

The report would usually include the following sections:

1. Abstract: A concise summary of your research (no more than 1 page).
2. **Introduction:** The nature of the work described in a way, which would be understood by any member of the departmental 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.

3. **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.

4. **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.

5. **Progress to Date:** A description of research progress achieved and a summary of the results which have been obtained to date. This section is often not very long. At this stage in your PhD you may not have a large number of new results. Do not worry. The aim of the ESA is to establish that you have understood your research problem, that you have a good plan, and that you have made a reasonable start.

6. **Research Plan:** Arguably the most important section, and hence should be at least 3-4 pages. A focussed 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.

The Appendices should include:

- **Risk Assessment (if applicable):** If your project involves experimental work, the relevant risk assessment should be part of the report as your knowledge on it is examinable.

- **Summary of 3 Distinguished Seminars:** You are expected to attend at least 50% of the Distinguished Seminar Series. As part of the PhD confirmation report, you will need to submit a one-page summary of 3 seminars you attended.

- **Training, Development and English Language proficiency record:**
  - a list of Graduate School courses attended
  - a list of technical or other training completed
  - report from the Centre for Academic English (if applicable)

**Requirements for the presentation**

You will be asked to make a presentation to your assessor and supervisor(s). The same criteria and evaluation methods as described for the report are applied. Some emphasis will also be placed by the assessor on:

- The quality of the presentation;
- The response to questions posed after the presentation;
- The sensible use of the allotted time. A typical presentation is expected to last for thirty minutes; time should be available afterwards for questions and responses.

**Possible Outcomes**

The following outcomes of the Early Stage Assessment are possible:
• Registration for the PhD should continue
• Re-submit within a time specified by the assessor (usually 2 months)
• Transfer to MPhil registration
• Fail/withdraw

Late Stage Review

The second milestone is your Late Stage Review (LSR). If your Early Stage Assessment is successful and there is little or no concern about your progress, the Late Stage Review can be completed without a further oral examination. You will be invited to submit a brief report within 21 months of your official start date to your assessor. The assessor will be asked to complete your assessment form within 4 weeks of your report submission. If there were any concerns about your progress at the Early Stage Assessment or if there are any concerns about your LSR report, your assessor may arrange an oral examination for LSR.

Report

The report for the Late Stage Review is a progress report with a final year plan. This can be fairly brief (about 5 pages). The following points should be covered

• Overview of achievements to date
• Research Plan (including objectives that have already been accomplished, those that are yet to be met, and those that will be achieved prior to submission)
• Papers/ Presentations/ Posters that you have given as part of your PhD thus far
• Summaries of three Distinguished Seminars
• a list of Graduate School courses attended
• a list of technical and other training completed
• report from the Centre for Academic English (if applicable)

The assessment

If your assessor recommends an oral examination, this will be a mini-viva roughly of 1 hour with your assessor and supervisors in which you discuss progress on the basis of the submitted report. Otherwise, the submitted report will be assessed by your assessor. In both cases, feedback will be provided on the assessment form.

Possible Outcomes

The following outcomes of the Late Stage Review are possible:

• Registration for the PhD should continue
• Re-submit within a time specified by the assessors (usually 2 months)
• Transfer to MPhil registration
• Fail/withdraw

Completing Research Status (and other options at the end of year 3)

Although most PhD students have funding for 3½ or even 4 years, your College record will initially be set up for a period of 3 years, as the research work for most PhD projects should be completed within 3
years, leaving the 4th year for writing the thesis. Before the end of your 3rd year, you will have a number of choices:

1. You can move into Completing Research Status (CRS), which is a period of up to 1 year during which you have full student status and access to the College facilities. The CRS fee is currently £200. You will not be allowed to work in labs or do any computational work that will contribute towards your PhD, but you can still receive a bursary.

2. If you still need more time to complete your research work, be it experimental or computational, you may extend your full-time registration by a few months to complete your research work. Full tuition fees will be charged on a pro-rata basis, so if you need an additional 2 months, fees would be charged for 2 months. Please bear in mind that an extension of your registration will not extend your submission deadline, so **even if you spend 4 years in the lab, you will still need to submit your completed thesis at the end of the 4th year**.

3. If you have finished your research work and do not need further access to College facilities, you can opt to write up away from College (or simply submit your thesis, if it is ready). No fees will be charged, but you will not have any student status either. However, your computer account will still be active.

Before you enter your 4th year, you will need to discuss a thesis plan with your supervisor and submit it to Hannah Davy. The plan should give an outline of the thesis chapters and an indication of when each of the chapters will be written. If you have already completed some chapters, please indicate this in your plan. There is also a brief form to fill in, if you choose a writing-up option.

College information about the Completing Research Period and the writing-up form can be found here:

[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/)

**How to write a PhD Thesis**

_The following tips are courtesy of Professor David Stuckey_

When one sits down to finally write a thesis, the only guide students usually have are past PhDs, and comments that their supervisor have made over the years. From these scraps of information a full blown thesis is meant to emerge! In order to assist in the writing of the thesis (and to save supervisors repeating themselves), the following ideas have been committed to paper in the hope that some of the implicit assumptions will become more explicit. Obviously, there is no single correct way of writing a thesis, and at certain points views diverge strongly, so in the end you have to make the final decision (at times with your supervisor’s help).

What is the primary function of a thesis? It is to **communicate** what research you have been carrying out in a **clear** and **comprehensible** manner. You should remember this **at all times**. A thesis should communicate **WHY** you did what you did in a broad as well as a narrow context, **HOW** you did it, and **WHAT** you found and the conclusions you can draw. A thesis is comprised of a number of chapters, and we will now look at what is typically in each of them.

**Abstract**

Almost all written work from a paper to a thesis contains an abstract at the start of it. The purpose of an abstract is to summarise the key parts of the entire piece of work. Hence it sets out why you did the work, what your objectives where, how you carried out the work, what you found, and what your conclusions
were. Normally abstracts are no longer than 300 words in one paragraph, and writing a good abstract is not easy. Inevitably, they become too long, and it is a good discipline to think clearly about the key conclusions.

**Introduction**

An introduction starts very broad in order to give the reader a global perspective of the area you are working in. It is very important to justify why you are working in the area that you are. This chapter does not have to be long, but should end by stating the **AIM** of the thesis in broad terms. This is not normally the place to detail your specific objectives since you have not presented enough information to justify them yet.

**Literature Review**

In terms of organisation, you could put the literature for the interpretation of a specific set of results at the start of the results, thereby ending up with 3 or even 4 small literature reviews. While this can have a certain appeal, and in some cases may be the best strategy, it tends to lead to a fragmentation of information, and a lack of coherence. This comes about when you need to refer to literature in Chapter 4 when you are only in Chapter 3! Hence most literature reviews are normally in one chapter. What is the objective of a literature review? - in essence it is to summarise the state of the art in the area you are working in so that you can identify gaps in knowledge, and weaknesses in understanding so you can identify new areas of research. These might then end up being the basis for your research objectives. In addition, you will need to review literature that you will refer to in order to explain your data. Hence a literature review is **not** a comprehensive review of everything that’s ever been written in the field. Also, the review **should not** be a recitation of facts, it should be **critical** of the published literature if it deserves it, and this should take the form of pointing out weaknesses in the paper’s assumptions, experimental methods, statistical analysis, and conclusions/inferences from the data - not everything in the literature is brilliant work, and part of the training for a PhD is to learn how to be sceptical about your own data, and those of others (and show this to the external examiner). One possible approach is to change the way you read a paper from information gathering to reviewing the paper for publication. However, this is not so easy to do, and if you tried to be critical of each paper you reviewed it would be a very long review! The papers you should concentrate on are the key ones that are pivotal to a certain line of argument. At the end of the review, you should **summarise** the field briefly, and highlight the areas in which the understanding is weak. This should then lead on naturally to outlining your **research objectives** which should be fairly detailed, i.e. you should have 2-3 main objectives which then break down to 2-3 sub-objectives. Finally, for many practical reasons you should list your references in the text using the “Harvard” system, e.g. Jones *et al.* (1992), instead of superscript numbers which then have to be changed throughout the whole text when you eliminate one reference!

**Materials and Methods**

This chapter details all the materials you used, e.g. the level of purity, manufacturer. While this level of detail seems a bit exaggerated, the whole idea of science is that it is reproducible, and hence any competent researcher should be able to take your thesis and reproduce your data to confirm it. The methods you use should also be either referenced, if they are common and well known, or described in enough detail to be reproduced if you have developed a new technique, or modified an existing one. The instruments you use should also be named by manufacturer and model number. All **analytical methods listed must contain an estimate of the Standard Deviation (or coefficient of variation) of the technique, and the number of analyses typically carried out for one data point (i.e. whether they are single points, or an average of 2, 3 etc.).**
Results (and Discussion)

As mentioned at the start, there is no strict format to follow when writing a thesis, and at this point views diverge. One point of view holds that all the data from a thesis should be in one chapter so that it can be presented as a whole before moving on to the discussion in the next chapter. The advantage of this approach is that all the data is in one chapter, and readily available. In addition, during the discussion all the data can be used to support a hypothesis, and this is important if the data you need comes from a range of experiments. However, the disadvantages of this type of approach is that the results chapter becomes fairly turgid, and while it does not solely comprise Tables and Figures, the accompanying text steers a tight line between a recitation of facts, e.g. “this went up while that went down”, and a mini discussion. Basically, if this is the type of organisation you use, you need to highlight key points in the data without discussing them too much.

The second view is that the results and discussion should be all together in two, three, or even four chapters (the chapter might even contain a small literature review at the start). The advantage of this approach is that the discussion follows on logically from the results, and is spaced throughout the chapter. The disadvantage of this approach is that some parts of the discussion could be more all-encompassing if you could refer to data from a later chapter. The way of getting around this is to have a final discussion/conclusions chapter which ties all the threads of the arguments together. The only criterion in deciding which way to go is to see which approach enables your discussion to flow more easily and coherently, and which way feels more comfortable for you.

Think carefully about how you present your data – it is amazing how much clearer certain lines of argument become if data is presented in a graph rather than a table, or vice versa. Given the graphics packages available nowadays there are no excuses for not playing around with various ways of showing your data. In addition, just changing the variables plotted against each other will often shed a different light on your data. One other tip is that it is often useful to put two figures on a separate page which can then be slotted in to the thesis at the appropriate point when needed-this means that text and figure files can be kept separate until the final printing so that both of them are not too large. If you embed figures in the text they always seem to end up when you move text around to be right across the page divide, and of course the files become quite large and difficult to handle! Another point with regards to figures-if you intend publishing the work as papers drafting the figures initially so they can be used directly in papers saves a lot of additional work – use large axis captions (14pt), and a consistent set of symbols throughout your thesis, in addition, change all symbols to black and white unless you plan to print in colour.

Finally, the key section of your thesis: the discussion. This is where you attempt to explain your data using the existing theory/experimental work, and possibly some new hypotheses that you have formulated yourself. In a thesis it is considered acceptable to hypothesise on data which cannot prove your hypothesis, but which does not refute it either (this is not really as acceptable in published papers where your data should support most of the statements you make). Highlight both the reasons for the development of your theory, but also its possible weaknesses. This demonstrates that you are capable of original thought and insight, and convinces the external examiner that you have what it takes! Be very careful about making inferences from data which only differs slightly - check the statistical validity of the difference, if it is not statistically different, then you are not entitled to say anything. Needless to say, this is the crux of your thesis and where you have to think the hardest. It may only be 10-20 pages, but this is where you pull everything together. Remember what Confucius said: “Data is like an onion, the more energy and tears you shed the more you peel back the layers towards total understanding.”

In cases where you have done work, but for various reasons left it out of your thesis, refer in passing to it so that the examiners can see that you have addressed these issues but did not feel that the data was finally worthy of inclusion – no data is totally useless!
Concluding Discussion

In some cases where the results have been presented in 2-4 previous chapters it is sometimes useful to have a final chapter, often quite short (5-10 pages) that ties together some loose strings and synthesises all the information in the previous results chapters. This does not mean one reiterates old discussions/ideas, but it is an opportunity to draw some final lessons from the totality of the data.

Conclusions and Further Work

This chapter is usually quite brief, and draws the important conclusions about the work you have carried out. When writing these conclusions, check with what your original objectives were, obviously they should match, and if they do not then maybe you need to change your objectives! Sometimes a useful way of summarising your conclusions is to reiterate your initial objectives, and then put your conclusions directly under each objective so that you have conclusions for each initial objective. Further work is a brief summary of the topics that should be looked at to follow up some of the things you have found during your work, viz. things you would want to do if only you had more time! Some examiners find this section quite important as it demonstrates to them that the candidate is capable of planning new and original work in their area.

References

This simply lists, in alphabetical order, all the references cited in the text. In the last read through, make sure that all the references are in - nothing looks worse than trying to look up a reference and not being able to find it. The antithesis, which is a lot harder to spot, are references which have been eliminated, but still appear in the reference list. The references should be in standard format, viz. author(s), year, title, journal, volume, page numbers (inclusive). Using the software “endnote” can make collecting and organising references a lot easier, and if you ever change a paper submission from one journal to another it can save days of painful effort!

Appendices

This should contain some of the data that would be useful to refer to when reading the text, but which would hinder the flow of your argument in the text. It is rare to include raw data, usually it has been reduced by at least one stage. It is also acceptable to include some sections on basic theory if you feel it would be useful for the reader. Other items you could include are: longer experimental methods, statistics, calibration curves, sample calculations, computer codes, and specific designs of rigs you may have used.

Other Tips

1. The thesis should be written in the third person past tense. The past tense is used because you are talking about work you have done in the past. However, at times it becomes a little difficult in the discussion to know what tense to write in since you are changing between the present and the past. The 3rd person is used because, as we all know, science is totally objective and we cannot identify personally with our own work!
2. Please use the Spell Check package before submitting written work - nowadays there is no excuse for spelling mistakes (as opposed to sense mistakes).
3. Paragraphs contain at least two sentences, and are defined by one idea running through them.
4. Sentences contain a verb in them, and unless you want a very staccato writing style which is difficult to read, try to have sentences longer than 5 or 6 words!
5. Punctuation is **absolutely critical** because if it is missing, most sentences are incoherent! Commas are the primary mistake - try reading a sentence you have written, everywhere you pause naturally should have a comma.

6. This may sound trivial, but in order for a large document to read easily it must be set out logically. Hence chapter heads should be in **bold** and ~ 18-20 point, section heads should be in underlined bold and 16-18 point, sub-sections (3.3.2) should be in bold, while sub-sub-sections should be the last form of sub division and the text should follow on from them on the same line.

7. Colons and semi-colons: If you want to list a series of words or small phrases, then use a semi-colon (;). The words are then separated by commas. If you need to break up a long sentence with a whole lot of long phrases, then use a colon (:), and separate the phrases with **semi-colons**.

8. **LENGTH** – a PhD thesis should be no more than 100,000 words; **you should aim for quality rather than quantity**. Hence, in most cases a thesis should not exceed 200 pages (excluding appendices).
5. Examination Procedures

Examination Entry

So you have written your thesis and are ready to submit. Congratulations! You are almost done!

Before you reach that stage, you and your supervisor should think about the final title of your thesis and suitable PhD examiners. One of the examiners should be internal to the College, the other external. You will need to submit an exam entry form, which includes the nomination of examiners. This form changes from time to time, so please ensure you download the latest version from the Research Degrees website, where guidelines on the suitability of examiners can also be found:

www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/

The completed form should be e-mailed to Susi Underwood ( s.underwood@imperial.ac.uk) who will ask the Postgraduate Studies Committee for departmental approval of the proposed examiners, before passing the form on to the Research Degrees team.

Please ensure that the crucial questions are answered with care, especially the questions about the proposed examiners’ experience and their suitability for your research topic. The answers about examining experience are equally important, as they will help the Research Degrees team work out if the examiners are experienced enough to uphold the College regulations.

The exam entry form should be submitted 4 months before submission of the thesis. If that is not feasible, just submit it as soon as possible. Whatever you do, under no circumstances must you miss your thesis submission deadline. Once you have reached the end of your 4 years, your thesis must be submitted.

www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

Thesis Submission

Once you have submitted your examination entry forms, you will be told when your entry has been processed and advised of the next stages. Please note: you are required to submit your thesis by your submission deadline, regardless of whether you have been contacted by Registry or not at this stage. For all students who started on or after 28 September 2019 only, you will be required to submit your thesis through Turnitin for a plagiarism check. This check will be made after you have submitted your thesis so that there is no further time pressure added to your workload.

www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

Vivas

So you have submitted your thesis and the examiners have been appointed. You have spent the last 3 to 4 years working towards your PhD and now you really want to become a doctor. Once the thesis has been sent out to the examiners, your supervisor will be asked to set up your oral examination, also known as a viva voce, or simply viva. These examinations typically take between 2 and 4 hours. It will be your opportunity to talk about your research and to demonstrate the impact of your work on your research field.
You may find this information by the Graduate School helpful for your PhD viva:

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

Now you have passed your viva. Congratulations! However, you still aren’t a doctor. There may be some minor corrections to your thesis, which need to be incorporated. Once your examiners are happy with the final version of the thesis, this will need to be submitted via the College website.

If you are given major corrections, things are a bit more complicated, as you have not passed. You will need to resubmit your thesis via e-thesis (not directly to the examiners!) and possibly have another viva. This does not happen too often, so don’t panic! If it does happen, it is not the end of the world and you will be sent clear instructions on the process involved. If anything is unclear or you need any advice, Hannah, the Postgraduate Research Student Administrator, or Susi, the Postgraduate Office Manager, will be happy to explain the process to you and advise you about the next steps.

Final version submitted? Great! Well done! Your PhD will be awarded on the 1st day of the next month, unless you submit on the 1st – then it will be awarded on the same day. You may want to bear in mind that the 1st of March is the cut-off date for the graduation ceremony in May, so if you want to graduate in a particular year, please ensure that you have completed everything by the 1st of March! You won’t need to wait for your certificate until the ceremony though. That will be sent out by the Research Degrees team when it is ready.

E-theses: Requesting an Embargo

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

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


Reasons for requesting an embargo include:

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

For further information please contact the Research Degrees team:

www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/
Plagiarism

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person’s work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

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

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

For further information, please see:


TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources.

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

The Graduate School, in conjunction with the Library, has developed an online plagiarism awareness course. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College’s Examination & Assessment: Academic Integrity Policy.

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/Examination-and-assessments---academic-integrity.pdf

www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/online-courses/

Collusion

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

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

Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment.
6. College Policies and Procedures

Regulations for Students

All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

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

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

Academic Integrity

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


Academic Misconduct Policy and Procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.


Appeal and Complaints Procedures

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

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

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/
Copyright

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

www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

Intellectual Property Rights Policy

Further guidance on the College’s Intellectual Property Rights Policy is available on the College website:

www.imperial.ac.uk/students/enterprising-students/intellectual-property/

Code of Practice for Research Students

Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including following College safety requirements and procedures. The College has developed a code of practice for research students, which gives advice on all stages of a research degree:


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:

https://www.imperial.ac.uk/media/imperial-college/giving/public/Student-Employment-During-Studies.pdf

Use of IT Facilities

View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
Study Leave

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

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

Ethics

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

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

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.


Leave

Annual Leave

Annual leave is dependent on your student status, and you should discuss this at the start of your PhD with your supervisor. All annual leave must be requested from and approved by your supervisor and you must provide adequate notice.

Sick Leave

You must notify your supervisor as soon as possible if you are absent due to illness or injury, and produce a medical certificate after seven days.
**Interruption of Studies**

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

You should request this when a personal emergency or other circumstance arises which make it necessary for you to take a break from your studies. No fees are payable for such a period, during which your research registration is effectively suspended. It is vital that you apply for an interruption of studies immediately, so that your registration and timeline can be suspended until you return and you 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. You can apply for Interruption of Studies using the IOS form:

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/attendance-requirements-for-pgr/IOS-Form.docx

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

Where an interruption of studies is taken on health grounds, a condition of the interruption being granted is that you will be required to provide medical evidence as to your fitness to return to your studies and you will need to arrange to be seen by the College Health Centre prior to your return.

If you are an international student on a Tier 4 student visa, you will have to leave the UK for the period of your interruption. An exception to this would be if you had been declared unfit to travel. Please see further information for international students on how your visa may be affected by an interruption of studies.

https://workspace.imperial.ac.uk/international/Public/Resits%20and%20Interruptions.pdf

**Note:** only in exceptional circumstances can registration be suspended retrospectively.

**General Data Protection Regulation (GDPR)**

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

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

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf
7. Wellbeing and Support

Student Support Zone

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

www.imperial.ac.uk/student-support-zone

New students

The new student website contains useful information that may help you settle in:

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

Departmental support

Senior Tutor (PG)

The Department’s Senior Postgraduate Tutor, Professor Paul Luckham, can offer pastoral support and advice. You can arrange to have a meeting with him at any time during your studies – what you discuss will be completely confidential.

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

Cohort Mentors

You will have been allocated to a cohort mentor at the start of your PhD studies. Your cohort mentor will arrange some informal meetings for your cohort to allow you to get your fellow students to know better and hopefully to make some friends. Your cohort mentor will also be happy to provide you with pastoral support. As with the Senior Postgraduate Tutor, what you discuss will be completely confidential. The cohort mentors for the academic year 2019/2020 are Dr Karen Polizzi and Dr Ali Yetisen.

Student Wellbeing Advisor

Faith Marsh is the department’s Student Wellbeing Advisor and can provide you with confidential support and advice with a variety of things such as accommodation, finance, mental health and general wellbeing tips. Faith is also the Departmental Disability Officer so the first point of contact if you need further support. You can find Faith in ACEX 218, where she offers appointments and drop-in sessions.

The Graduate School

The Graduate School is for all Masters’ and Doctoral students at Imperial College London and you automatically become a member when you register for a Postgraduate taught or research qualification at Imperial.

The Graduate School has several roles - to ensure the quality of provision of postgraduate education; to provide a forum for students from across the College to meet at lectures and social events; and to provide a professional skills development programme to help you develop those skills that will make you a more
productive and successful researcher and also prepare you for your career, whether in or out of academia.

Imperial is an incredibly vibrant research environment, which attracts researchers from all over the world. It is a great place to undertake postgraduate study and there are immense opportunities at both Master’s and Doctoral level to contribute to world leading research.

www.imperial.ac.uk/study/pg/graduate-school/

Advice Services

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

Careers Service

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

Visit the Career Service’s website to:
- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Counselling and Mental Health

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

www.imperial.ac.uk/counselling

Financial Support and Tuition Fees

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

020 7594 9014

student.funding@imperial.ac.uk

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

www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/
For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011
✉️ tuition.fees@imperial.ac.uk

**Imperial College Union (ICU) Advice Centre**

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

🌐 www.imperialcollegeunion.org/advice

**Student Hub**

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

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

📍 Level 3, Sherfield Building, South Kensington Campus
📞 020 7594 9444
✉️ student.hub@imperial.ac.uk
🌐 www.imperial.ac.uk/student-hub

**Accommodation**

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

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

📍 Level 3, Sherfield Building, South Kensington Campus
📞 020 7594 9444
✉️ student.hub@imperial.ac.uk
🌐 http://www.imperial.ac.uk/study/campus-life/accommodation/
Health Services

Doctor and Dentist

If you have moved home to take up your place at Imperial you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare. It’s important that you register with a doctor soon after you arrive – don’t wait until you are sick, as this could delay your access to treatment.

www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/

Imperial College Health Centre

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

www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)

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

http://imperialcollegedental.co.uk/

Disability Support

Disability Advisory Service

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

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

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

020 7594 9755 disabilities@imperial.ac.uk

www.imperial.ac.uk/disability-advisory-service

Departmental Disability Officers

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

The Departmental Disabilities Officer for Chemical Engineering is Faith Marsh.

More information on Departmental Disability Officers is available at:

www.imperial.ac.uk/disability-advisory-service/support/ddos
Library and IT

Information and Communications Technologies (ICT)

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

📞 020 7594 9000

🌐 www.imperial.ac.uk/ict/service-desk

Software shop

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

🌐 http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/get-software/get-software-for-students/

Library services

The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

🌐 www.imperial.ac.uk/library

Religious Support

The Chaplaincy Multi-Faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

🌐 www.imperial.ac.uk/chaplaincy

✉️ chaplaincy@imperial.ac.uk

Support for International Students

English language support

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

www.imperial.ac.uk/academic-english

International Student Support team

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

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

Student Records

The Student Records team is responsible for the administration and maintenance of student records for all students studying at the College, at all stages of the student lifecycle. This includes enrolments, programme transfers, interruptions of studies and withdrawals. The team also uses this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

In addition, Student Records produces 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 and confirms qualifications via the Higher Education Degree Datacheck service.

+44 (0)20 7594 7268  student-records@imperial.ac.uk

Assessment Records (Research Degrees)

The Assessment Records team is responsible for key elements of the academic lifecycle related to examination and assessment results processing, PGR milestones (including processing examination entry for research degree students), as well as progression and award for undergraduate, postgraduate taught and postgraduate research students.

This includes the responsibility of accurate assessment results entry and management, and the production and delivery of degree award documentation. The team liaise with and support Faculty and Departmental Examination Boards.

Research degrees

+44 (0)20 7594 8037  research.degree@imperial.ac.uk

Degree certificates

+44 (0)20 7594 6087  certificates@imperial.ac.uk
8. Work-life Balance

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

Imperial College Union

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

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

Graduate Students’ Union

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

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

Active Imperial

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

With an annual fee of £30 you will get use of the gym and swimming facilities on our campuses.

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

Music and Arts

Music

There are plenty of opportunities to get involved in music at Imperial College, whether you’re a student or a member of staff, an orchestral violinist or a jazz drummer, an experienced singer wanting to join a choir or a guitarist wanting to start a band, or maybe someone who just wants to enjoy listening to other people making great music. There are four orchestras, six choirs, a string ensemble, a wind band, a jazz big band and a musical theatre society at Imperial, as well as many smaller ensembles.

Visual arts

The Blyth Gallery is an artist-run space for creative exploration of ambitious visual projects. The gallery hosts a range of group and solo exhibitions throughout the year; these projects include Imperial College students and staff shows, exhibitions of postgraduate Fine Art student work and work by visiting professional artists. The Blyth Gallery also collaborates with other curators to showcase national and international exhibitions.

[www.imperial.ac.uk/music-and-arts/](http://www.imperial.ac.uk/music-and-arts/)
9. 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.

Student Representation

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

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

Staff-Student Committee

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

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

Whilst there are a variety of means to give your feedback on your Imperial experience, the following College-wide surveys give you opportunities to make your voice heard:

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

The **Student Experience Survey (SES)** is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The **Postgraduate Research Experience Survey (PRES)** is the only national survey of research degree (PhD, EngD) students we do and so the only way for us to compare how we are doing against the national average and to make changes that will improve our research students’ experience in future.

PRES concentrates on your study experience and includes questions on:
- supervision
- resources
- research community
- research skills and professional development
- motivations
- demographic details

PRES last ran in spring term 2019 and will next run in spring term 2021.

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](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:

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

For further information on surveys please contact the Registry’s Surveys Team on

[surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
11. 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:

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

If you are funded through a departmental scholarship or a DTP, you are expected to work as a GTA for the first 3 years of your PhD studies.

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 school visits to raise awareness of Higher Education.

www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/

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.

www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opas/

Professional Skills Development Programme

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

www.imperial.ac.uk/study/pg/graduate-school/professional-skills/

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
- Successful Interactions
- Entrepreneurship
- Teaching

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)
Writing, Presentation & Careers Helpsheets

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.

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.

Success Guide for Doctoral Students

The Success Guide is a free online resource which offers you helpful tips and advice to excel as a doctoral student at the College. More than just a study guide, it is packed with guidance specifically designed for doctoral students, including advice on effective research, writing reports and presentations, and how to make the most of your time at Imperial through enhancing your professional development.
12. And finally

Alumni Services

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

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

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

www.imperial.ac.uk/alumni