5. Timeline and Milestones .................................................................................. 28
   Your PhD explained… In 60 seconds! ............................................................. 28
   Time Management ......................................................................................... 29
   Required College Courses ........................................................................... 30
      Professional Skills Attendance Requirement ........................................... 30
      Plagiarism Awareness Online Course ....................................................... 30
   Academic English Language Requirement ............................................... 31
   Centre for Academic English provision .................................................... 32
   Milestones ..................................................................................................... 33
      9-Month Examination – Early Stage Assessment (ESA) .......................... 33
      21-Month Examination – Late Stage Review (LSR) .................................. 34
      36-Month transfer to Completing Research Status (CRS) .................... 35
      Examination Entry Application ............................................................... 35
      Thesis Submission ..................................................................................... 35
   Milestone paperwork and procedures ....................................................... 36
   Publishing Your Work .................................................................................. 37

6. Thesis and examination ................................................................................. 38
   Writing a Thesis ............................................................................................. 38
   Planning to Finish on Time ........................................................................... 39
   Submission and Exam Entry .......................................................................... 40
      Exam Entry .................................................................................................. 40
      Thesis submission, e-theses and embargoes ............................................ 40
   Viva ............................................................................................................... 40
   The San Francisco Declaration on Research Assessment (DORA) .............. 41
   Submission and viva procedure flowchart .................................................. 42
   Plagiarism ..................................................................................................... 43
   Recognising Postgraduate Student Excellence ............................................ 44

7. Professional Development Opportunities ..................................................... 45
   Professional Skills Development Programme .............................................. 45
   Graduate Teaching Assistants (GTAs) .......................................................... 46
   Getting involved in outreach activities ....................................................... 47
   Careers Service ............................................................................................... 48

8. Wellbeing & Support ................................................................................... 49
   Welcome from the Graduate Students’ Union (GSU) .................................... 49
   Student Support Contacts ............................................................................ 50
      Student Support Zone ................................................................................ 50
      Senior Tutors and Wellbeing Support ....................................................... 50
      New Students .......................................................................................... 50
Imperial College Union (ICU) Advice Centre ......................................................... 51
Support for International Students ......................................................................... 51
Health Services ............................................................................................................ 51
Student Counselling and Mental Health Advice Service ........................................ 51
NHS Health Centre and Finding a Doctor .............................................................. 51
NHS Dentist (based in the Imperial College Health Centre) ..................................... 51
Disability Support ......................................................................................................... 52
Disability Advisory Service ...................................................................................... 52
Departmental Disability Officers (DDOs) ............................................................... 52
Postgraduate Coaching and Research Degree Mediation.......................................... 53
Religious and Faith Support ......................................................................................... 53
Imperial College Union ................................................................................................. 53
Computer Health and Safety at Home ........................................................................ 53
9. Other Student Services .......................................................................................... 55
Student Hub .................................................................................................................. 55
Accommodation ........................................................................................................... 55
Centre for Academic English ....................................................................................... 55
The Graduate School .................................................................................................. 56
Financial support and tuition fees .............................................................................. 56
Information and Communications Technologies (ICT) .............................................. 56
Library Services ........................................................................................................... 57
Move Imperial .............................................................................................................. 58
Student Administration ................................................................................................. 58
10. Special Circumstances ......................................................................................... 60
Sick Leave ....................................................................................................................... 60
Holidays .......................................................................................................................... 60
Fieldwork ......................................................................................................................... 60
Study Leave ..................................................................................................................... 60
Interruption of Studies .................................................................................................. 61
Employment during Studies ......................................................................................... 61
Part Time Study .............................................................................................................. 62
Extensions ......................................................................................................................... 62
Attendance requirements for overseas students......................................................... 62
When things go wrong – Complaints Procedure ...................................................... 63
    Assistance to find a solution ................................................................................... 63
    Formal Complaint ................................................................................................. 63
Support for Bullying and Harassment ........................................................................ 63
    Bullying and Victimisation Policy ......................................................................... 63
11. Facilities in ESE ................................................................. 65
   Building Issues – Reporting Defects – See it, Report it! ......................... 65
   College Access & Lone Working ............................................................... 65
   Computing ............................................................................................... 66
   Desk Allocation & Keys ............................................................................. 67
   ESESIS ..................................................................................................... 67
   Internal and External Mail ........................................................................ 69
   Photocopying ........................................................................................... 69
   Waste Disposal ......................................................................................... 69

12. Departmental & College Procedures .................................................. 70
   Etiquette in Open Plan Areas .................................................................... 70
   Finances .................................................................................................... 71
      Bursary Payments .................................................................................. 71
      Funding for Conferences ...................................................................... 71
      Expenses Policy – A summary for Students .......................................... 71
   Health and Safety ..................................................................................... 73
      Departmental Health and Safety ............................................................ 74
      The College Safety Department ............................................................ 74
      Occupational Health requirements ....................................................... 74
      Health clearance for travel ................................................................... 75

13. Academic Regulations ....................................................................... 76
   Regulations for Students .......................................................................... 76
      General regulations ................................................................................ 76
      Code of Practice for Research Students ............................................... 76
      Academic and Examination Regulations ............................................. 76
      Use of IT Facilities ................................................................................ 76
      General Data Protection Regulation (GDPR) ......................................... 76
   Academic Integrity .................................................................................... 77
      Academic integrity ................................................................................ 77
      Copyright ............................................................................................... 77
      Intellectual Property Rights Policy ...................................................... 77
      Ethics .................................................................................................... 77
      Good Research Conduct ....................................................................... 78
   Unsatisfactory Progress .......................................................................... 78
   Misconduct ............................................................................................... 78
      Academic Misconduct Policy and Procedures ....................................... 78
      Student Disciplinary Procedure ........................................................... 78
14. **Student Feedback and Representation** ................................................................. 79
   Feedback from students- surveys ........................................................................... 79
   GradSoc – ESE representation ............................................................................. 79
   Graduate Students' Union ..................................................................................... 79

15. **And finally** ...................................................................................................... 81
   Alumni Services .................................................................................................... 81
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 understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching, learning, supervision, and services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department and the Graduate School.

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 writing your literature review 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 6 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 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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

https://www.imperial.ac.uk/students/our-principles/
PhD Expectations

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

Mutual Expectations for Student Supervisor Partnership

The Graduate School has produced a list of minimum expectations that research students and supervisors can expect from each other. It is designed to facilitate conversations to establish effective partnerships and the College requires 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.

Mutual-Expectations-PGR.-01.07.20.pdf (imperial.ac.uk)
Location and Facilities

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

Location

Your main location(s) of study will be:

📍 South Kensington Campus, Exhibition Road, London SW7 2AZ

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. You can download the timetable and check the latest service updates at:

💻 https://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus/

Maps

Campus maps and travel directions are available at:

💻 https://www.imperial.ac.uk/visit/campuses/

Accessibility

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

💻 https://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, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

💻 https://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/
SafeZone

SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, 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 for and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/campus-security for more details about SafeZone.

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.

Changes due to Coronavirus (COVID-19)

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

HTTPS://WWW.IMPERIAL.AC.UK/ABOUT/COVID-19/STUDENTS/
Welcome to the Department of Earth Science and Engineering. Congratulations on your achievement of joining us. You will be part of a department, which is world class and unique in its bridging of blue skies research, applied science, and engineering. Our Postgraduate students are valued by industry and academia alike, and we look forward to working with you. The training you will receive is tailored to allow you to fulfil your own ambitions and make a lasting change to the world around us. I wish you well in your activities and hope that you will find your time with us rewarding and formative. I look forward to meeting you, either virtually or in person during the course of your degree. Please rest assured that we have rigorously reviewed mechanisms in place to help keep you safe during the current pandemic.

Prof. Tina van de Flierdt
Head of Department for Earth Science & Engineering
Earth Science & Engineering Department

Overview

The Department of Earth Science and Engineering is part of the Royal School of Mines, which was established in 1851, growing out of the Museum of Economic Geology set up in 1841. The Royal School of Mines moved from central London to South Kensington in 1872 and officially became a part of Imperial College in 1907. For 160 years, geoscientists and engineers at the Royal School of Mines and then in the Department of Earth Science and Engineering have been committed to excellence in the teaching and research of the Earth Sciences. Put simply, we have been studying the way the world works longer than any university in the UK and are one of the oldest in the world. Today, the department hosts approximately 50 academic and teaching staff, 70 research staff and support staff, 600 undergraduate and postgraduate students.

Academics and researchers in the Department of Earth Science & Engineering are at the cutting edge of comprehending how Earth systems work and how natural resources and energy can be sustainably extracted and provided, using a combination of pure and applied research. Our work in these fields are particularly aided by strong collaborative ties with the Energy Futures Lab, the Sustainable Gas Institute and the Grantham Institute - Climate Change and the Environment at Imperial College London. We are also at the forefront of applying this knowledge to understanding the evolution of solid bodies, such as Mars, throughout our Solar System.

The Natural History Museum and Science Museum are nearby world-famous institutions with which we collaborate. We benefit from our links with these organisations, where several of PhD and MSci students undertake research. We are also closely connected with The Geological Society, which frequently hosts international conferences. Our staff and students often help out at these conferences – mixing with leading Earth science experts from across the world.

Whether it is through undergraduate degrees in Geology, Geophysics, or Earth and Planetary Science, or our MSc courses, the commitment of our staff to excellence in teaching ensures that our students graduate with a range of skills that allow them to join a cohort of alumni that go on to senior positions in industry and in academia.

https://www.imperial.ac.uk/earth-science
Research Sections and Groups

We are one of the only departments in the world to combine Earth science and engineering. We conduct world-leading interdisciplinary research across the full spectrum of Earth Science and Engineering.

Our research – both pure and applied - covers a broad range of subjects, from studying past climate in Antarctica to developing innovative means of capturing and storing carbon from our atmosphere, modelling environmental pollution and hazards, developing more sustainable energy systems, characterising the myriad flows of our oceans, probing how geophysical processes have shaped our planet from core to crust, and revealing the history of life on both our own planet and others.

Our work is split across three sections – Earth and Planets, Natural Resources Geoscience and Engineering, and Computational Geoscience and Engineering. All PhD students and academic staff belong to one of these sections and are part of its yearly cohort.

The Earth and Planets Section aims to understand the processes that drive the Earth system, and how the solid bodies of the Solar System formed and evolved. Head of section: Prof Gareth Collins.

The Natural Resources Geoscience and Engineering Section focuses on the extraction of energy and related resources from the subsurface, coupled with minimisation of environmental impact. Research includes natural resource geoscience and engineering, carbon capture and storage, and geothermal energy production, and broadly encompasses the field of subsurface fluid flow and transport. Head of section: Prof Ann Muggeridge.

The Computational Geoscience and Engineering Section is concerned with the prediction and monitoring of diverse industrial and environmental processes, with emphasis on the development and application of advanced numerical methods and scientific computing techniques. Head of section: Prof Matthew Piggott.

Our research covers nine main Research Themes and various research groups operate within or across the Research Sections. We collaborate with industry partners from the mineral and energy sectors, and participate in cross-disciplinary and cross-departmental Research Centres such as the Grantham Institute, the Energy Futures Lab, and the Sustainable Gas Institute. For more information on Research and the research groups in the Department of Earth Science and Engineering, see: https://www.imperial.ac.uk/earth-science/research/.
Faculty of Engineering

The Department of Earth Science and Engineering is part of the Faculty of Engineering. The Faculty of Engineering is one of three faculties within Imperial College London and is led by the Dean, Professor Nigel Brandon OBE FREng.

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

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

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

- Department of Aeronautics
- Department of Bioengineering
- Department of Chemical Engineering
- Department of Civil and Environmental Engineering
- Department of Computing
- Department of Design Engineering
- Department of Earth Science and Engineering
- Department of Electrical and Electronic Engineering
- Department of Materials
- Department of Mechanical Engineering

Our academic departments deliver world class education in engineering so that our graduates possess the skills, knowledge and attitudes necessary to become international leaders in engineering industry and academia.

We provide our students with an outstanding engineering education that brings together cutting-edge researchers, exceptional teachers and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work and live with people studying every aspect of engineering.

The Faculty is home to 1,746 staff (421 academics, over 828 researchers and 496 support staff) and 7,929 students (of whom over 1,700 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.
Equality, Diversity and Inclusion at Imperial

Our strategy is a call to action to everyone at Imperial – staff and students – who believes that the dignity and individuality of every other person here should be respected and cherished. [https://www.imperial.ac.uk/equality/governance/strategy/](https://www.imperial.ac.uk/equality/governance/strategy/)

You can also see when key diversity dates are in the Equality, Diversity and Inclusion calendar: [http://www.imperial.ac.uk/equality/activities/calendar/](http://www.imperial.ac.uk/equality/activities/calendar/)

What we do in the Department

The Department of Earth Science and Engineering is committed to continually supporting and further developing a vibrant, diverse and inclusive community of staff and students. [https://www.imperial.ac.uk/earth-science/about/edi/](https://www.imperial.ac.uk/earth-science/about/edi/)

“We aim to develop a culture that promotes personal responsibility for equality rooted in respect and dignity.” Prof Tina van De Flierdt, Head of Department

As a Department, our values are:

Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring

Our values support us to achieve our vision for ESE to be a place for excellence in research and teaching, and for ESE to be the best place to study, work and to develop your career.

The department hosts an annual rolling programme of workshops which all staff and students are expected to attend. These include workshops on: ESE Values, Equality, Diversity and Inclusion, Bullying & Harassment, Racism Awareness, Unconscious Bias, and Active Bystander

ESE Equality, Diversity, Inclusion and Culture Committee

The Department’s Equality, Diversity, Inclusion and Culture (EDIC) Committee, chaired by Professor Joanna Morgan who, along with our EDI co-ordinator, Sophia Quazi, is responsible for driving forward the equality, diversity, inclusion and culture agenda in the department, providing support and guidance to all staff and students.

It is representative of the whole department and therefore includes a diverse representation from the academic and teaching staff, professional and technical staff, research staff, undergraduates, taught and research postgraduates. If you’re interested in advancing equality, diversity, inclusion and culture within the department and joining our committee, please email hodese@imperial.ac.uk

ESE Athena SWAN Self-Assessment Team

The ESE Athena Self-Assessment Team, reporting to the ESE EDIC and co-chaired by Dr Katharina Kreissig and Prof Joanna Morgan, have been awarded Bronze Athena SWAN. The Advance HE’s Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women and address gender equality more broadly. This application process is providing the department with an opportunity to reflect on the great things we do to encourage gender equality and also to develop action plans to improve things even further.

[https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/](https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/)

If you ever need support during your time at Imperial, there are many services within ESE and the College (See Chapter 8 and 10). ESE and the College are committed to creating an inclusive environment free of all forms of discrimination. This includes direct and inheading style 2direct forms of harassment, bullying and victimisation.
Key Dates for 2020/2021

Recurring departmental events

<table>
<thead>
<tr>
<th>Date (to be updated)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>October – September (all year round)</td>
<td>(Virtual) Coffee @ 11.00 am</td>
</tr>
<tr>
<td>October – September (all year round)</td>
<td>(Virtual) Fribes G.35 @ 4.45pm Fridays</td>
</tr>
<tr>
<td>Departmental Seminars</td>
<td>Thursdays 12.45 – 1.45 pm (3 times a month)</td>
</tr>
<tr>
<td>NRGE Seminars</td>
<td>Tuesdays 12.30 – 1.30 pm (alternate with E&amp;P)</td>
</tr>
<tr>
<td>Earth &amp; Planets Seminars</td>
<td>Tuesdays 12.30 – 1.30 pm (alternate with</td>
</tr>
<tr>
<td>CGE Seminars</td>
<td>Frdis 4.00 – 5.00 pm</td>
</tr>
</tbody>
</table>

Special events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-15 October 2021</td>
<td>Great Exhibition Road Festival</td>
</tr>
<tr>
<td>10 November 2021 (tbc)</td>
<td>ESE PhD Conference Day 2021</td>
</tr>
<tr>
<td>May 2022 (tbc)</td>
<td>Postgraduate Graduation Day</td>
</tr>
<tr>
<td>June 2022 (tbc)</td>
<td>ESE PhD Conference Day 2022</td>
</tr>
<tr>
<td>July 2022 (tbc)</td>
<td>Summer Research Showcase</td>
</tr>
<tr>
<td>September 2022 (tbc)</td>
<td>ESE Department Awayday</td>
</tr>
</tbody>
</table>

Term dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 October – 17 December 2021</td>
<td>Autumn term</td>
</tr>
<tr>
<td>8 January – 25 March 2022</td>
<td>Spring term</td>
</tr>
<tr>
<td>30 April – 1 July 2022</td>
<td>Summer term</td>
</tr>
<tr>
<td>May 2022 (tbc)</td>
<td>Postgraduate Graduation Day</td>
</tr>
<tr>
<td>June 2022 (tbc)</td>
<td>ESE PhD Conference Day</td>
</tr>
<tr>
<td>July 2022 (tbc)</td>
<td>Summer Research Showcase</td>
</tr>
<tr>
<td>September 2022 (tbc)</td>
<td>ESE Department Awayday</td>
</tr>
</tbody>
</table>

College closure dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 December 2021 – 1 January 2022</td>
<td>Christmas/New year</td>
</tr>
<tr>
<td>13 April – 19 April 2022</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>2 May 2022</td>
<td>Early May Bank Holiday</td>
</tr>
<tr>
<td>2 June 2022</td>
<td>Spring bank holiday</td>
</tr>
<tr>
<td>3 June 2022</td>
<td>Platinum Jubilee Bank Holiday</td>
</tr>
<tr>
<td>29 August 2022</td>
<td>Summer bank holiday</td>
</tr>
</tbody>
</table>
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 wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something completely different, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms 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 established to support all postgraduate students at the College through:

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

Professional skills courses

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

https://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
https://www.imperial.ac.uk/study/pg/graduate-school/
**Imperial Guides for Postgraduate Students**

**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.

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

**Welcome to Imperial app**

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.

**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 from across the College on support, health and well-being and ideas to help you make the most of London.

[https://www.imperial.ac.uk/students/success-guide/pgr/](https://www.imperial.ac.uk/students/success-guide/pgr/)
Welcome from the Director of Postgraduate Studies

Welcome to the Department of Earth Science and Engineering. We hope your PhD will be a time where you learn a lot, do exciting research, meet and work with a diverse range of colleagues and make new friends. There are many people in the department and college that are here to help when you need support, in particular in the current pandemic which makes times challenging for many of us.

In this section, we introduce our ESE support team consisting of your supervisor(s), mentor, your peers in your research group and cohort(s), the postgraduate team that can offer academic, pastoral and administrative support, the GradSoc who represent your views and organise a range of social, academic and wellbeing activities, and the various admin teams that can help with for example financial queries. In addition, the college offers a wide range of support and services, which are listed in the Wellbeing and Advice and Student Services section of this handbook.

Enjoy your time and do not hesitate to contact one of us if you need help.

Prof. Saskia Goes

ESE Departmental Director of Postgraduate Studies for Research
Quick Links Departmental Support

The main support for your PhD will come from the department, starting with your supervisor(s), your mentor, peers from your group and/or cohort, the postgraduate team and GradSoc. In addition, the College offers a wide range of academic and pastoral support as well as health services which are listed in Chapter 8.

Quick Links – to call from an external telephone dial +44 (0)20 759 then extension number.

For questions about administrative aspects of your degree (e.g., procedures, forms)
  □ Amanda Allotey: a.allotey@imperial.ac.uk ext: 46400

If you have any problems with your work, progress or wellbeing in ESE:
  □ Your supervisor(s) and/or mentor
  □ Departmental PG Tutors:
    ▪ Saskia Goes (Director of PG studies): s.goes@imperial.ac.uk ext 46434
    ▪ Sam Krevor: (Senior PG Tutor) s.krevor@imperial.ac.uk ext 42701
    ▪ Stephen Neethling: s.neethling@imperial.ac.uk ext 49341
    ▪ Adriana Paluzsny: apaluszn@imperial.ac.uk ext 47435
    ▪ Anita Murphy: ESE wellbeing advisor anita.murphy@imperial.ac.uk ext 49521

To discuss your registration, funding or visa:
  □ https://www.imperial.ac.uk/admin-services/registry/contacts/registry-teams/student-hub/

To report safety concerns for yourself or others or see something suspicious:
  □ https://www.imperial.ac.uk/estates-facilities/about-us/campus-emergency-contacts/
  □ College Security: Campus: 4444 (020 7589 1000)
  □ https://www.imperial.ac.uk/estates-facilities/security/

To report a building defect:
  □ Report it online: https://www.imperial.ac.uk/estates-facilities
  □ Report it by email to eo.csc@imperial.ac.uk
  □ Or, in an emergency call 020 7594 8000 (48000 extension)

To report a safety issue in the office, dept, lab or field area where you are working:
  □ https://www.imperial.ac.uk/earth-science/about/health-and-safety/

To make an expense claim: Sripriya Niranjan: ext: 47334 s.niranjan@imperial.ac.uk

For Bursary queries: Emma Watson: ext: 46405 e.watson@imperial.ac.uk

Out of hours crisis:
  □ College Security: Campus: 4444 (020 7589 1000)
    https://www.imperial.ac.uk/estates-facilities/security/
  □ Samaritans - 116 123 (UK)
    https://www.samaritans.org/how-we-can-help-you/contact-us
    London Nightline: Phone: 0207 631 0101 Email: listening@nightline.org.uk
    College Chaplaincy: chaplaincy@imperial.ac.uk

For PhD forms and checking/amending your information as held by the department
  • The departmental online student support system ESESIS (https://esesis.ic.ac.uk), which can be accessed with your college login and password. For more information, see ESE Facilities.
Supervisors and Mentors

Supervisors

Most students will have two Imperial-based academic supervisors and sometimes additionally one or more external supervisors. One of the supervisors will be the lead supervisor, who will oversee the project and supervision. The role of co-supervisors will vary depending on the PhD project and they may be involved in all or only part of the PhD work.

Mentor

All students can request to additionally have an academic mentor from the department or another Imperial-based group or department. When the planned PhD work does not lend itself to supervision by two IC academics, the supervisor will have been requested to appoint a mentor before the start of the PhD. You can find the names of your full supervision and mentor team on ESESIS. If at any point, you wish to change mentors, or would like to be allocated a mentor in addition to your supervisors, please do not hesitate to get in touch with Amanda Allotey from the Postgraduate team.

Meeting

It is expected that all students meet main supervisor(s) weekly in their first few months, and that they have met their full supervision team, i.e., all their supervisors and if you have an Imperial mentor, also your mentor at least once within their first three months. This will allow you to develop a relationship with your full academic support team from the start. You will get a reminder from the ESESIS system to do so. These meetings are also a good opportunity to discuss the mutual expectations document.

Supervision – Mutual Expectations

Here is a brief summary of the principles on which PhD study and supervision are based and of what you should expect. Further guidance to help establish an effective student-supervisor partnership is issued by the Graduate School of Engineering and Physical Sciences, and can be found online. We encourage you to create your own document of mutual expectations, tailored to your PhD, discuss this with your supervisors, and review this approximately annually.

Supervisors expect you to:

- Take responsibility for your thesis - in the end it is your work, and your supervisors are here to help you accomplish your research objectives, but not to do the thinking for you.
- Work hard - Imperial is a top-ranking University and we expect that students will strive to accomplish good work.
- Display initiative - ultimately, the person who drives the process and strives to understand the research area is you. We expect you to be curious about your work and to think about how other ideas/work have an impact on the research you are doing. In light of this, it is a requirement for you to attend all group meetings, discuss work in progress etc. and attend other seminars. TO BE A SCIENTIST OR AN ENGINEER - YOU SHOULD BE CURIOUS ABOUT SCIENCE AND ENGINEERING!
- Write papers (this is dependent on field of study) before you have submitted your thesis. The process of writing enables you to develop skills which are useful when writing up your thesis, and the fact that you have had papers refereed/accepted by International journals satisfies the external examiner that you have what it takes!
• Be self-critical of your own work and results and use these skills in being sceptical of results in the literature.
• Help colleagues (especially less experienced ones) in the group to learn through discussions and demonstrations.
• Keep up with the literature in your field.
• Provide regular reports detailing your results - you should be conscientious about keeping a notebook and regularly entering all your data into tables and Excel spreadsheets.
• Be aware of safety at all times and follow safety procedures, especially if you are working in a laboratory.
• Develop your skills and learn new ones by attending the transferable skills courses and lectures provided by the Graduate School, your own and other College departments/divisions/faculties and by any other external providers.

In return, as a student you can expect your supervisor to:

• Be supportive of you both intellectually and personally;
• Set up a viable project and ensure that you have a clear idea of aims and objectives and an initial work-plan;
• Provide an adequate workspace for you;
• Provide timely review and feedback on research output including conference abstracts, papers, and presentations, and journal articles.
• Be available to talk about research problems at relatively short notice, although be aware that supervisors regularly attend international meetings and workshops, and may spend extended periods in the field;
• Help and guide you extensively in your first year; help you in your second year; and be a sounding board in your third year. The help is tapered as you develop confidence in your own abilities and research skills, to enable you to learn to work more on your own and to make more of your own decisions;
• Help develop your skills in technical writing, oral presentations, problem definition, data analysis and critical literature reviews;
• Help enable you to attend at least one conference to present a paper;
• Provide adequate funds and/or facilities for your research project;
• Read your thesis and provide direction on intellectual content and presentation.
Departmental Postgraduate Team

The department actively monitors the progress of postgraduate research students; and provides several levels of pastoral and administrative support. The key staff involved in these matters and their respective roles are summarised below.

Postgraduate Research Studies Committee (PGC)

The PGC oversee the format and quality of the higher degree programme as well as the academic and pastoral support of the students, including admissions, induction, registration, transfer, assessment, complaints, training, proposal and appointment of external examiners and completion rates. The PGC currently consists of the Director of Postgraduate Studies, Senior Postgraduate Tutor, and four additional academic members of staff. The PGC operate as a circle of care for postgraduate students. The Committee reports to the Head of Department and usually meets at least once a term. They are supported by the Postgraduate Research Administrator (Amanda Allotey) and the Postgraduate Education Manager (Samantha Symmonds).

Director of Postgraduate Research (Prof. Saskia Goes)

The Director of Postgraduate Studies (DPS) has overall administrative responsibility for research student admissions, monitors PhD student progress, and chairs the Postgraduate Research Studies Committee that deals with postgraduate research student issues.

Senior Postgraduate Tutor for Research Students (Dr Sam Krevor)

The Postgraduate Tutor has overall responsibility for the academic and pastoral care of postgraduate students. He will be able to guide and support you in handling individual student problems or queries confidentially, and you should consult him if you are uncertain of how to proceed or would value a second opinion. He is assisted in this role by the other members of the Postgraduate Research Studies Committee.

Other academic members of the PGC

Dr. Yves Plancherel
Dr. Adriana Paluszny
Prof. Stephen Neethling

4.44, RSM  0207 594 1034  y.plancherel@imperial.ac.uk
2.48, RSM  020 7594 7435  apaluszn@imperial.ac.uk
2.35, RSM  020 7594 9341  s.neethling@imperial.ac.uk
Cohorts

When you start your PhD, you will be allocated to a research section/year cohort, e.g. NRGE2020. These cohorts are meant to encourage networking, exchanging experiences and collaborating. You will get to know your fellow cohort members during the induction weeks and will keep meeting them throughout the academic year in the (bi-)weekly section seminars (for up-to-date schedules see https://www.imperial.ac.uk/earth-science/news-events/seminars/). In addition, many students will find that they build additional strong networks within their respective research groups or CDT or DTP cohorts.

Cohort building is most successful when there is active engagement from the cohort members. Speak to a member of the PGC if you have ideas. The college also offers advice and support for cohort building activities

https://www.imperial.ac.uk/study/pg/graduate-school/community-support/cohort-delivery/
GradSoc

The ESE Graduate Society (GradSoc) is run by a group of PhD students and aims to encourage social and academic engagement between research students. Current members of GradSoc are: David Pedreros Bastidas, Sarah Robinson, Harriet Dawson, Mike Sims, Rita Kounoudis and Mahmoud ElYamani.

GradSoc organise social and academic events throughout the year and collate feedback from PhD students. Event highlights include, Bake you PhD and Stress Less week, a Christmas Pub Quiz, annual PhD conference, sports tournaments and winter/summer dinners for PhD students, Postdocs and Staff. PhD students also organise Fribes, a weekly informal get together in the department at 4.45pm every Friday, and you can meet at coffee, daily at 11 am.

Additionally, GradSoc offers a platform for PhD students to get their views across; GradSoc conduct surveys on things directly relevant to the ESE PhD community and represent these views at the Postgraduate Research Studies Committee and the Athena SWAN committee. Students should send any questions, comments and feedback they wish to raise to the GradSoc email account (esegradssociety@imperial.ac.uk).

Check out the website https://www.imperial.ac.uk/earth-science/current-student-staff-info/phd/ and the GradSoc noticeboard on the stairwell to the second floor for updates and information to contact committee members.
Earth Science & Engineering Administrative Support

The department is supported by Professional, Technical and Operational teams which work in collaboration with academics, research staff and students to deliver the Department’s research and educational activities. As a Postgraduate Research Student your key contact team will be the Postgraduate Education Team, i.e., Amanda Allotey and Samantha Symmonds. However, for some issues you may wish to contact the Research and Finance Team, the Technical Support Team or the Department Operations Manager.

**Postgraduate Education Team** is responsible for implementing, administering and supporting the department’s education activities, undertaken in line with the College’s Education and Student Strategy.

**Research and Finance Team** is responsible for the managing the Department’s research activities including pre- and post-award administration, HR related issues and finance, as well as contributing to the Department’s strategic management of its finances and research funding.

**Technical Support Team** is responsible for the provision of expert technical services to ESE staff and students, including the training of members of staff and students leading to an expansion of the Department’s technical expertise and knowledge.

Below some of the people you are most likely to need to contact:

| Jackie Hughes | Resources Administrator (Purchase orders, flight bookings) | G22, RSM | 020 7594 7333 | j.hughes@imperial.ac.uk |
| Thomas Dray | Postgraduate Education Administrator (Room bookings) | G21, RSM | 020 7594 7447 | ea-room-bookings@imperial.ac.uk |
| Katie Rycraft | Resources & Research Administrator (Human Resources) | G26, RSM | 020 7594 2889 | k.rycraft@imperial.ac.uk |
| Sripriya Niranjan | Finance Officer (Expenses) | G26, RSM | 020 7594 7334 | s.niranjan@imperial.ac.uk |
| Emma Watson | Department Operations Manager (e.g., Bursaries, Contracts) | G23, RSM | 020 7594 6405 | e.watson@imperial.ac.uk |
5. Timeline and Milestones

Your PhD explained… In 60 seconds!

Registration: Following enrolment at the College you must be registered for your proposed course of research. Form PRF-ESE should be filled out by you and your supervisor(s) and returned to the Postgraduate Research Office within one month of enrolment with the College.

9-month examination (Early Stage Assessment): This is the first of your yearly milestones. At 9 months (18 months for part-time students), you must prepare a written progress report. The report should be less than 20 pages long, containing a definition of the research problem, a literature survey, a brief description of any results achieved to date, and a plan & timeline for the remainder of the project. You will be given a viva on this report, by at least one, and possibly two, independent assessors, who will be chosen by your supervisor in discussion with you. Your main supervisor can attend the viva as an observer if you request it.

21-month thesis outline and plan (Late Stage Review): This is your year-2 milestone. At 21 months (36 months for part-time students), you must prepare a research plan that consists of an outline of the thesis, written to a level of detail that lists chapters, sub-sections, and estimated page lengths of each chapter. This report must also include a research plan and timeline for completing the research within 36 months and submitting the thesis within 42 months of your initial registration date. Any papers or abstracts you have written should be appended to this report. The student is also required to give a half-hour internal research seminar/presentation, which provides an overview of their project, to members of their research section. You will discuss your plan and progress with one or two independent assessors.

36 month Completing Research Status (CRS): This is your year-3 milestone. At 36 months of study (54 for part-time students) all students can go onto Completion Research Status (CRS) for a period of 12 months. Students can only be moved to this registration status once all necessary experiments, programming, and laboratory work has been completed.

Building a reputation: During your PhD, you will build a scientific reputation by presenting your work internally at seminars and open days, and externally at national and international conferences. You will prepare and submit your work for publication in respected journals.

Writing a thesis: You will write a thesis of no more than 100,000 words. It will be an account of your investigations, must form a distinct contribution to the knowledge of the subject, and afford evidence of originality either by the discovery of new facts and/or by the exercise of independent critical power. A substantial part of the thesis will be of a standard to merit publication in a peer-reviewed journal.

Submission and viva: To be examined on your PhD, an examination entry form must be completed and approved by the DPS. This form should be completed on My Imperial at least 4 months before you plan to submit your thesis. Your thesis should be submitted electronically, via My Imperial, no later than 48 months after initial (full-time) registration. Further information is available at: https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees
**Time Management**

Research involves competing pressures on your time. Learn to recognise what is important and prioritise accordingly.

**Urgency vs Importance**

Urgency is time-related, and importance is value-related, but most people respond to urgency rather than importance. Whilst they can coincide, they are not the same, and a key point with time management is to deal with important tasks before they become urgent, as it is easier to do the important tasks well when they are not urgent.

**Time Management Matrix** (Covery et al.1996)

![Time Management Matrix Diagram]

To use the Time Management Matrix effectively, you need to decide what sits where, and focus on the important tasks rather than urgent ones. Although, in the short-term, you must do the urgent and important tasks first, for more effective time management in the longer-term, it is better to focus on quadrant 2 – the tasks which are important, but not yet urgent. The core skill in time management is deciding what tasks lie in each square and having the discipline to do them in the right order.

**Avoid Displacement Activities**

People will often do tasks in quadrants 3 and 4 rather than sector 2, as displacement activities. A great example of this is office tidying, or answering e-mails, when you have something important to be working on. The key question to ask is, ‘if it is not important, why are you doing it?’ If it is not important then these tasks can either be dumped or delegated.

**Question Yourself**

Ask yourself the following questions, with reference to this model; the process may help you move forward by giving you a better idea of what is really important and urgent in your work:

- What are the demands on your time? (categorise them into the table above)
- What will you need to do differently to manage your time more effectively?
Required College Courses

Professional Skills Attendance Requirement

All doctoral students are expected to complete a number of our Professional Skills courses as part of their doctoral degree registration.

The Graduate School's Professional Skills attendance requirement exists in order to ensure that all students receive some generic skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

Please note: Students who are direct entry MPhil, or those being awarded with an MPhil degree having first registered for a PhD, must complete one of the options for the Early-Stage Assessment professional skills requirements as doctoral students. The Late-Stage Review professional skills requirement does not apply to MPhil students.

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, but does NOT count towards the minimum attendance requirement.

For further details see: https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/

Plagiarism Awareness Online Course

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early Stage Assessment. 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.

https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/
Academic English Language Requirement

In addition to fulfilling the English language entry requirement to gain admission to their programme of study, doctoral (PhD) students who are not native speakers of English must also fulfill the Imperial College London Doctoral Academic Communication Requirement (DACR) via an initial academic writing assessment and possibly a later progress check. This requirement is administered by the Centre for Academic English (CfAE).

To fulfill this requirement, students should take the first available initial assessment (DACR Assessment 1) after fully registering onto their PhD programme. The aim of this assessment is to identify as soon as possible those who might need or want to improve their academic English writing competence, and to ensure that they are offered appropriate support. Depending on the result of the initial assessment, students may also be required to take DACR Assessment 2, which is a progress check, around the time of the Early Stage Assessment.

To ensure that students can take the DACR A1 as soon as possible after registering, the CfAE offers at least 7 DACR A1 dates: 2 in the autumn, 2 in the spring, and 1 in the summer.

Registration is online at https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement-assessments/.

DACR A1 is a diagnostic assessment to determine whether the student would benefit from academic writing support, particularly in their writing in the very early stages of the PhD.
DACR A2 determines whether the progress made by the student since taking the DACR A1 is on track with the relevant stage of the PhD (the ESA) or whether further study and support are still needed.

N.B. It should be noted that neither assessment is a pass/fail event; rather, they are aimed at determining the student’s proficiency and progress in relation to the different stages and demands of PhD study. The results of both assessments are shared with the student, supervisor(s), and department.

Exemption from the Requirement

Valid* 3-year (minimum) undergraduate degree studied in full within a majority English speaking country

Valid* IELTS 8.0 overall (minimum) at the time of fully registering onto the doctoral programme
Valid* TOEFL 110 overall (minimum) at the time of fully registering onto the doctoral programme

*Please note that all the above are only valid if awarded within the two years prior to your doctoral programme registration date. Other English language qualifications as equivalents are considered on a case by case basis. The award of a Masters degree is not an exemption criterion.

If you are a national of a majority English speaking country at the time of registering for your doctoral programme, you will automatically be exempt.

If you are doing a ’4-year PhD’, i.e. studying as part of a 1+3 arrangement (1-year MRes/MSc plus 3-year PhD), your Master’s degree is considered as the English language entry requirement for the PhD. However, like all 1st-year doctoral students, you will still need to fulfil the Imperial College London Doctoral Academic Communication Requirement at the start of the PhD stage. This means that you will only be exempt from this requirement if the English language entry requirement for your Master’s is still valid at the time of fully registering onto the doctoral programme.

Students who are exempt do not need to take DACR A1 but can still take advantage of the CfAE’s higher-level courses, workshops, and consultations at any point during their studies.
The CfAE offers a range of academic writing courses at all levels:

https://www.imperial.ac.uk/academic-english/current-students/doctoral/

English courses for PhD students post DACR Assessment 1

The English courses offered will depend on what score is achieved:

<table>
<thead>
<tr>
<th>Score</th>
<th>Courses offered</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Preparation for Academic Writing</td>
<td>DACR A2 to be taken after completion of all 3 courses</td>
</tr>
<tr>
<td>Level 2</td>
<td>Academic Writing 1</td>
<td>DACR A2 to be taken after completion of both courses</td>
</tr>
<tr>
<td></td>
<td>Academic Writing 2</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>Academic Writing 1&amp;2 (condensed)</td>
<td>No further assessment</td>
</tr>
<tr>
<td>Level 4</td>
<td>Advanced Academic Writing</td>
<td>No further assessment</td>
</tr>
<tr>
<td></td>
<td>Writing a Research Paper</td>
<td></td>
</tr>
</tbody>
</table>

*N.B. Students who score ‘level 1’ on DACR Assessment 2 will be encouraged to take the ‘Post-DACR A2 Improving Academic Writing’ programme.*

*N.B. Courses offered after DACR A1 are not compulsory but highly recommended in supporting students towards their ESA.*

Full details on all available courses can be found on:
https://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-writing/
Milestones

9-Month Examination – Early Stage Assessment (ESA)

This is the assessment of progress within the first year and needs to be passed to progress to the second year. To undertake this assessment, the student must submit at 9 months (18 months for part-time students), a report and take an oral examination.

What is the purpose of the Early-Stage Assessment? The 9-month examination (ESA) is to confirm that the student (a) understands the field of research; (b) is aware of the associated literature; (c) has demonstrated a capability to conduct the research; (d) has a realistic research plan and timeline for the remainder of the project, and (e) is of PhD calibre.

What should be in the ESA report? A no more than 20-page report that includes a definition of the research problem, a literature survey, a brief description of any results achieved to date, and a research plan & timeline for the remainder of the project.

What happens after the ESA report is submitted to the supervisor? The student submits the report to their supervisor at least 2 weeks before the deadline. The supervisor chooses the assessor(s) and the report is then passed to the internal assessor(s) for review before the exam takes place. The student should liaise with the assessor(s) to arrange the oral examination. At this stage the report is also checked for Plagiarism via the “Turnitin” system and the plagiarism report is provided to the supervisor and potentially the assessor(s) as part of the examination.

How long is the oral exam? The oral exam should take roughly one hour. The student will be questioned on his or her research plan & timeline and may be asked detailed questions about the contents of the written report.

How many assessors will be present? There will be at least one, and not more than two, assessors for the 9-month examination (ESA). The primary supervisor may attend the examination as an observer (if the student wishes). Acting as an assessor will NOT preclude a member of staff from being the internal examiner at the PhD viva.

What feedback will the student receive? Following the 9-month exam (ESA), the student will receive a written assessment and feedback report from the assessor(s) and supervisor(s) within two weeks of the examination taking place.

What happens if a student passes the ESA? Following successful completion of the 9-month exam (ESA), the report form (located on ESESIS) must be completed, signed digitally by the assessor(s) and supervisor(s), and sent by e-mail to Amanda Allotey (a.allotey@imperial.ac.uk). Confirmation of the completion of the 9-month exam (ESA) milestone, including English language test results if required and confirmation of Professional Skills & Plagiarism courses is sent to the Registry. Please note that if the Professional Skills training requirement including the Plagiarism course is not completed by the 9-month exam then the student is prevented from moving to the next College milestone.

What happens if a student fails the ESA? If the student fails the first 9-month exam (ESA), then he or she must re-sit the exam within 2 months. The second exam will have a panel of one or two new assessors who did not take part in the first exam. Failure to pass the second exam will result in (a) transfer of registration to MPhil; or (b) withdrawal from College. If a student is asked to withdraw, this will be done in accordance with the Student Withdrawals and Appeals Procedure.

What happens if the ESA does not take place in time? If the student does not take and pass the exam within twelve months of initial registration (24 months for part-time students), he or she can be asked to withdraw from College.
21-Month Examination – Late Stage Review (LSR)

This is the assessment of progress within the second year and needs to be passed to progress to the third year. At 21 months (36 months for part-time students), the student must prepare a research plan that consists of an outline of the thesis, to a level of detail listing chapters and sub-sections and give an assessed half-hour internal research seminar.

What is the purpose of the LSR? The 21-month examination (LSR) is to confirm that the student (a) has a research plan to successfully complete and submit their PhD within 42 months; and (b) can demonstrate, via an internal public seminar/presentation, a capability to conduct independent research.

What does the student produce for the 21-month exam (LSR)? The student must prepare a brief report that include a research plan and timeline for completing the research within 36 months, and submitting the thesis within 42 months, of initial registration. Any papers or abstracts you have written should be appended to this report. The student is also required to give a half-hour internal research seminar/presentation, which provides an overview of their project, to members of their research section.

What is the process for the thesis outline & plan? The student must produce a plan and timeline to be submitted to their supervisor at least 2 weeks before the deadline. The supervisor chooses the assessor(s) and the report is then passed to the internal assessor(s) for review before the exam takes place. The student should liaise with the assessor(s) to arrange the oral examination and internal seminar/presentation event.

What happens if a student passes the LSR? Following the successful completion of the 21-month exam (LSR), the report form (located on ESESIS) must be completed, signed digitally by the assessor(s) and supervisor(s), and sent by e-mail to Amanda Allotey (a.allotey@imperial.ac.uk). Confirmation of the completion of the 21-month exam (LSR) milestone and confirmation of Professional Skills courses is sent to the Registry.

What happens if a student fails the LSR? If the student does not pass the 21-month exam (LSR), as described above, an additional viva will take place within 3 months of the first submission, with two independent assessors, one of which will normally be the DPS. The results will then be discussed by the assessors, the student’s supervisor(s), and the outcome of this discussion will be that the student will be asked to either (a) continue towards the PhD, or (b) transfer to the MPhil, or (c) withdraw from College. If a student is asked to withdraw, this will be done in accordance with the Student Withdrawals and Appeals Procedure.
36-Month transfer to Completing Research Status (CRS)

At reaching 3 years (4.5 years for part-time students), you will be asked to confirm whether you are ready to move on writing-up (CRS) status, or, if you have not completed all your data collection and/or experimental work, need to stay registered for some additional time. When you transfer to CRS, only a nominal registration fee is due for the final year. If, however, you need to stay registered to keep access to laboratories or any other experimental or data collection/processing set-up, then full tuition fees will be due for this additional registration time. Check carefully whether your funding would cover full registration fees beyond 3 years, and make sure you and your supervisor plan your project work accordingly.

The CRS form needs to be completed by you and your supervisor shortly before the end of your 36 months. If you need additional registration time, it is expected that a plan for completing the rest of the work in time for thesis submission by the final deadline is submitted with the form. Once completed, please return the form to the Postgraduate Administrator Amanda Allotey, (a.allotey@imperial.ac.uk), who will submit it to Registry.

For more information: https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/

Examination Entry Application

All candidates must enter for examination at least four months prior to thesis submission via the Research Degree Milestone Tile in My Imperial. At this point you are asked to confirm the title of your thesis and the expected date of submission whilst your supervisor is asked to nominate at least two examiners (and internal and external examiner). The examiners need to be approved by the Departmental Director of Postgraduate Studies and the Registry Assessment Records Team before submission of the thesis.

A Step-by-step guidance to the Examination Entry form process and Thesis Submission process is available online at:


Thesis Submission

Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format.

Please note that candidates must submit their thesis by the given deadline displayed via My Imperial, regardless of the status of the examination entry paperwork.

Candidates must submit their thesis electronically via the Research Degree Milestones tile in My Imperial.

Further details can be found here:

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

Below are some of the forms that may need to be filled out for the various stages of your PhD. Blank forms can be downloaded from ESESIS and the ESE website.

The exam entry form, thesis declaration form and thesis need to be submitted online on MyImperial under the Postgraduate Research Milestones tab, which you can access using your College single sign-on. On MyImperial you can also view up-to-date information about your Early-Stage Assessment, Late-Stage Review and Viva Examination milestone status.

Submission PhD registration form (PRF)

Form PRF-ESE should be filled out by you and returned by e-mail to Amanda Allotey, (a.allotey@imperial.ac.uk) within one month of enrolment at College. This form should be downloaded from ESESIS.

9-month examination form – Early-Stage Assessment (ESA)

To be completed by your assessor, supervisor and you after your 9-month exam, and submitted through ESESIS. You need to upload your own ESA report to start the ESA process. You can download a Word version of the form from ESESIS. For any queries or submissions that are not successful through ESESIS, e-mail Amanda Allotey, (a.allotey@imperial.ac.uk).

21-month examination – Late-Stage Review (LSR)

To be completed by your assessor and supervisor after your 21-month review and submitted through ESESIS. As for the ESA, you need to upload your own LSR report to start the process. A Word version of the form can be downloaded from ESESIS. For any queries or submissions that are not successful through ESESIS, Amanda Allotey, (a.allotey@imperial.ac.uk).

36-month transfer to Completing Research Status (CRS)

To be completed by you and your supervisor shortly before 36 months. Please download the form from ESESIS. Once completed please return to Amanda Allotey, (a.allotey@imperial.ac.uk).

Examination Entry Form (EEF) and nomination of examiners

Candidates must submit their examination details via the online form under the Research Degree Milestones tile in My Imperial. Make sure you do this at least 4 months before planned thesis submission.

Thesis declaration form and thesis submission

When the thesis is ready, you must fill out the thesis declaration form and submit your thesis electronically, both under the Research Degree Milestones tile in My Imperial.

TurnItIn plagiarism check

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.

For all doctoral (MPhil, PhD, MD[Res] and EngD) students, starting on or after the 24 September 2019, the College requires the use of Turnitin to check the Early-Stage Assessment report for potential plagiarism. When you submit your report on ESESIS it will be run through Turnitin by the postgraduate administrator and the report will be shared with your supervisor and will be discussed with you if any concerns are raised.
Publishing Your Work

Research is not complete until the results are published.

**Why publish?**

There are important reasons to publish your work. It delivers knowledge to the scientific community, provides a tangible return for your effort and the investment of any sponsor, and it enhances your scientific and academic reputation. A good rule of thumb is that a PhD project should produce about three published papers. In other words, roughly the same as the number of chapters in your thesis, after the introduction, literature review and conclusions are discounted.

**What can be published?**

Published work must be novel. The categories of novel work can be identified using an analogy from business: (i) new product-new market (new data from a new area of science), (ii) new product-old market (new data adding to that in an established area of science, and iii) old product-new market (this category involves the transfer of established knowledge from one community to another). Old product-old market material (repeated work) will not make it to publication.

**What types of publications are there?**

Scientific publications (aside from books and theses) can be categorised into (a) peer-reviewed journals, and (b) conference proceedings. Important and novel results should be published in peer-reviewed journals. Conference papers provide a good mechanism for publishing work-in-progress and provide an opportunity to attend conferences and present your work to the wider scientific community.

**Getting started**

It often helps to start by preparing tables and figures of your data. Then consider how you will present the data in print by answering the following questions: Why did you start? What did you do? What did you find? What does it mean? A PowerPoint presentation is a good way to organise your thoughts and generate an outline. When this is done, decide on a target journal and list the relevant requirements.

**Paper structure**

You can now produce a draft into which your answers to the four questions above will be incorporated. Most papers follow the IMRAD format:

- **Introduction.** Describe the subject area. Provide a background of previous research. State your objective and how your findings will impact on the field.
- **Methods.** Provide detailed information on the experimental methods and conditions.
- **Results.** Present your experimental data, or the output of your simulations, in a clear and logical format.
- **Analysis and Discussion.** (Sometimes combined with Results). Compare and contrast your data with any previously published work. Highlight any trends and relationships. Discuss possible explanations and conclude with your preferred interpretation.

These sections are top-and-tailed by the abstract and conclusions, which are added at the end of the paper-writing process.

**Submission & peer review**

Submit the paper to your target journal with a brief covering letter. State the category of paper and suggest some suitable reviewers. Treat all reviewers’ comments with respect - although sometimes upsetting, they usually make the final paper better.
6. Thesis and examination

Writing a Thesis

All PhD work must culminate in a thesis. Your thesis must be written in accordance with College requirements.

Full details can be found at https://www.imperial.ac.uk/student-records-and-data/current-students/research-degrees/

The thesis for the PhD shall:

(a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly identified by the candidate and certified by the supervisor.]

(b) form a distinct contribution to the knowledge of the subject and afford evidence or originality by the discovery of new facts and/or by the exercise of independent critical power;

(c) be an integrated whole and present a coherent argument;

[College requirements state the following: “A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.” However, you are strongly advised to write your chapters in a way that facilitates their rapid adaptation to publishable papers.]

(d) give a critical assessment of the relevant literature, describe the method of research and its findings, include a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

(e) be written in English, and the literary presentation shall be satisfactory;

(f) not exceed 100,000 words; [Note: the bibliography is excluded from the work count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

(g) include a full bibliography and references;

(h) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
Planning to Finish on Time

Almost all activities in life have to be carried out within some sort of time scale, and this is certainly true of the scientific activities of the majority of professional people in their subsequent careers. Your PhD is no different.

The Engineering & Physical Sciences Research Council (EPSRC) states that, “almost by definition, a student who does not complete within three or four years… is deficient in this aspect of training”. Taking too long to complete your PhD ensures that your CV will be less competitive when applying for subsequent positions.

The EPSRC suggest the following timetable for thesis writing:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Method and results</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Discussion, tables, figures, references, etc.</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Typing</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

**17 weeks**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation with supervisor or other</td>
<td>1 week</td>
</tr>
<tr>
<td>Revision of draft</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

**3 weeks**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final typing, artwork on figures</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Proofreading, etc.</td>
<td>1 week</td>
</tr>
</tbody>
</table>

**4 weeks**

**TOTAL 24 weeks**

The above schedule assumes that some preliminary work has been done, i.e., most of the references are known and listed, some of the diagrams are ready in a form to be incorporated, and the analysis of the results has been completed. Thus, the job could take longer or a particularly well-organised student or someone who has already written one or more publications could take less time. Bear in mind that thesis structure may also vary depending on the nature of the research done. At the start of the final year, supervisor and student should organise the thesis, discuss the numbers of tables and figures, and consider clarity of presentation.
Submission and Exam Entry

Exam Entry

At least four months before you plan to submit your thesis, you should submit your exam entry details on My Imperial. You will be asked to submit the topic, title and expected date of submission, and next your supervisor will be invited to nominate an internal and external examiner in accordance with the College’s Procedure for Appointment of Examiners for Research Degrees. The examination entry details and the examiner nominations will then be considered by the Director of Postgraduate Studies. Upon their approval, the examination entry will be processed by the Registry Assessment Records Team and you will receive written notification via email once your entry to examination is confirmed. The exam entry details need to be processed and the examiners contacted and approved before you can do your viva.

Thesis submission, e-theses and embargoes

When preparing for thesis submission, carefully check the checklist to ensure it satisfies all guidelines. When you submit via My Imperial you will need to complete a thesis declaration form. As part of this process, you will be asked to declare any thesis embargo requirements.

The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release by applying for an embargo. This is referred to as an embargo. An embargoed thesis will not be available to read, on Spiral or in print, until an agreed date.

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
- 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 Assessment Records Team

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

Viva

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

Once your viva has taken place you may be informed of the outcome by the examiners. You may be asked to make some minor corrections to your thesis before submitting the final copy.

Once you have submitted the final thesis and your examiners have agreed that they are
satisfied, the Registry will write to you confirming the award of your degree. Your degree certificate will be issued after this date.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva:

https://www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/thesis-submission-and-viva/preparing-for-your-viva/

There is also dedicated guidance for students on preparing for a remote viva or other remote milestone assessments:

https://www.imperial.ac.uk/study/pg/graduate-school/remote-phd-supervision/

The San Francisco Declaration on Research Assessment (DORA)

The College has signed the San Francisco Declaration on Research Assessment (DORA). The ethos behind DORA is to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. The outputs from scientific research are many and varied, including: research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists. Funding agencies, institutions that employ scientists, and scientists themselves, all have a desire, and need, to assess the quality and impact of scientific outputs. It is thus imperative that scientific output is measured accurately and evaluated wisely.

As such the College has signalled that it will assess research based on quality rather than where it is published, for example journal impact factor. The Graduate School promotes the ethos behind DORA at the following professional development workshops:

- Writing for publication
- How to be an effective researcher
- Global Research Impact and Influence retreat
- Finish Up Move On
- Impact in academia webinars
- Understanding the reviewer

References:

The San Francisco Declaration on Research Assessment DORA [accessed 26.06.20]
The UK Concordat to Support Research Integrity – Universities UK [accessed 26.06.20]
The Universal Ethical Code for Scientists [accessed 26.06.20]
The European Code of Conduct for Research Integrity – ALLEA (All European Academies) [accessed 20.06.20]
Submission and viva procedure flowchart

For further information please see: [http://www.imperial.ac.uk/registry/researchdegrees](http://www.imperial.ac.uk/registry/researchdegrees)

- Student starts to prepare a thesis of less than 100,000 words with supervisor commenting on chapters as they are produced
- Student & supervisor completes the exam entry details via My Imperial Postgraduate Research Milestone
- Student submits thesis electronically via My Imperial Postgraduate Research Milestone
- Postgraduate Research Administrator advised of viva date. Examiners exchange preliminary reports. Supervisor(s) arranges viva. Student brings one soft bound copy of the thesis to viva
- Student informed of outcome of viva. Examiners write joint report with recommendation and list of corrections, if applicable.

**Pass without corrections**
- Student performs corrections.
- Nominated examiner checks corrections.
- Student final thesis must be submitted online by uploading to Spiral. Examiners submit all final paperwork. Degree is awarded

**Pass with minor corrections (3 months)**
- Referral.
- Major revisions required & possible re-viva
- Major revisions performed.
- Thesis resubmitted
- Examiners re-examine thesis. Possible re-viva.

**Option for MPhil**
- Major revisions performed.
- Thesis resubmitted
- Examiners re-examine thesis. Possible re-viva.

**Starting at 36 months**
- at 36-42 months
- at 39-48 months

**viva normally within 1-3 months of thesis submission**

**Student notifies Postgraduate Research Administrator of predicted finish date**

**Complete ESE first destination form**
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.

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


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

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

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

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

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication.

It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like, “Some of the work described in this thesis has been previously published in **** and ***.”

There are some sections of a thesis that frequently show high similarity when put through TurnitinUK or similar programmes. For example, the Material and Methods of theses from the same discipline often show similarity. This may be because there are only a limited number of ways in which a particular method can be accurately described. While it is not good practice to simply cut and paste methods into a thesis, students should not contort their text simply to avoid similarity with another publication. Plagiarism is misappropriation of another person’s original ideas, thoughts or data. While it is important to cite those that have developed the methodologies used in a thesis, similarity in describing those methodologies is usually acceptable.
Plagiarism advice for postgraduate research students can be found on the Library website at: https://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/

TurnitinUK Plagiarism Detection Service
Imperial uses TurnitinUK, which is an online plagiarism detection service that enables plagiarism comparison.
https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

Plagiarism Awareness Online Course
The Graduate School, in conjunction with the Library, has developed an online course designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is.
https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

*The Plagiarism Awareness course is compulsory for all postgraduate research students and you are required to complete this online course as part of your professional skills requirement in your first month of PhD study.*

Recognising Postgraduate Student Excellence
Postgraduate students contribute substantially to the world-leading research and teaching done within the department. These contributions often lead to first-author publications and industry reports, as well as contributed and invited presentations in international and national workshops and conferences, and contributions to, for example, patents or further funding applications.

Graduate Teaching Assistants (GTAs) provide much valued support for many of the classes and field trips in the department and each year the faculty gives out a GTA of the Year Award to a nominated candidate from each department.

To additionally celebrate the outstanding work and contributions of our PhD students, three departmental prizes are awarded annually. The John S Archer Award is for research excellence in petroleum geoscience and engineering and will be given to a PhD student in the Department of Earth Science and Engineering who has demonstrated excellence in this field. There are two Janet Watson Centenary Memorial Prizes; one prize is awarded primarily for excellence in research achievement, and another for good citizenship, although nominees who excel in both criteria will be given preference.

The awards will be presented at a PG Prize reception in Autumn term. This is an excellent opportunity to network with industry, meet staff, and recognise your peers. Once scheduled, the date and registration information for this event will be emailed to PhD students.

Further information is available on www.imperial.ac.uk/ese
7. Professional Development Opportunities

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.

https://www.imperial.ac.uk/study/pg/graduate-school/students/

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional development 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 knowledge, attributes, and skills relevant to your Master’s or Doctorate and your future career whether inside or outside academia. These development opportunities 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.

We 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 Graduate School Professional 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 Professional Development Programme currently includes the following areas:

- Research Communication
- Research Impact
- Research Integrity
- Professional Effectiveness
- Professional Progression
- Graduate Teaching Assistants Programme
- Research Computing and Data Science
- PG Rep Programme
- Online Courses

Each programme includes advanced level courses to accommodate more experienced research students as well as basic level skills training to help others develop new skills and understanding. The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.
Graduate Teaching Assistants (GTAs)

Many research students across the College are involved with teaching, supervision and assessment (in the form of marking) of both undergraduate and Masters-level students. Working as a GTA provides research students with an opportunity to broaden their experience at Imperial College and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. Furthermore, research students may find that acting as a GTA helps improve their own technical abilities (both theoretical and practical), enables them to broaden their knowledge base, and gain communication and task management experience. When considering a career in academia, teaching experience is important and GTA work allows building up a teaching portfolio and even becoming aware of one’s own teaching style.

If you are keen to enthuse the next generation of scientists and pass on your knowledge (and are looking to earn a little extra money), you may want to consider being a Graduate Teaching Assistant (GTA). GTAs are needed to assist teaching the practical aspects of lab-based courses, to help on field trips, as well as to assist in running tutorials and marking coursework. Being a GTA is also a very good way to reinforce your own knowledge of a subject. If you are interested in becoming a GTA, please start by contacting the GTA Admin team (eseug-gta-admin@imperial.ac.uk)

Training programme for GTAs

The training programme for new and existing Graduate Teaching Assistants (GTAs) covers the basics of teaching and learning, small-group teaching (e.g. tutorials, problem classes, labs) and assessment and feedback.

The programme will count as 'one professional skill course' towards the Graduate School's compulsory attendance requirement.

This year's training will consist of two compulsory half day workshops 2021 dates here. The Faculty policy is that all new GTAs must attend a training session before demonstrating. There is no need for GTAs who have attended a session previously to attend again.

What are the benefits?

- Skills and knowledge in the areas of practical and small-group teaching, in which aspects of preparation, student learning and motivation, and assessment and feedback are considered.
- Access to teaching specialists to help support your teaching.
- Awareness of resources

Who is eligible for the programme?

GTA training is open to PhD students who are currently registered in their department. You will need the permission of your supervisor and assurance from the department that you will have some opportunity to teach in the current academic year.

Resources

You will be able to access advice, videos and workbooks, and a wide range of teaching of learning matters once you are enrolled on the training.
Further information

The information regarding training for new Graduate Teaching Assistants is now available online at https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/. Each department has a dedicated training session in October, and additional catch-up sessions are planned throughout the year.

New GTAs can register for a session online at https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/

More information on the GTA framework: https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/framework/

And on opportunities within ESE: https://www.imperial.ac.uk/earth-science/current-student-staff-info/student-demonstrators/

Getting involved in outreach activities

Imperial has a long-established reputation for delivering excellent outreach activities to school and college students. Opportunities include 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.

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.

Some activities will draw on your subject expertise, giving you the chance to communicate your research in a way that is suitable for a school age audience. Other opportunities may be more generally focused on your experience of higher education through talks about student life for sixth form students or mock interview sessions for potential applicants.

https://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/

Opportunities with the Department of Earth Science and Engineering

Within the department, graduate students regularly get involved in open days, activities for schools, talks about their research and public engagement at Imperial Lates or the Great Exhibition Road Festival. We can train you to deliver an outreach session or support you to create a new one linked to your research. Contact Victoria Murphy (v.murphy@imperial.ac.uk), Liaison and Communications Manager in the Department, for further information.
Careers Service

College Careers Service

The College has a service dedicated to the support of undergraduate and postgraduate students with careers and employability advice and guidance. They organise courses (e.g. on writing CVs) and career events, as well as offering individual advice.

The website provides an overview as well as tips and links for finding a job: https://www.imperial.ac.uk/careers/

Resources and advice on successful career planning can be found here: https://www.imperial.ac.uk/students/success-guide/pgr/professional-development/careers-advice/

You can arrange to meet with a Careers Consultant or Placement and Internship Adviser. To book a careers appointment: https://www.imperial.ac.uk/careers/about/book-an-appointment/

Departmental Career Presentations

The department has many contacts with industry and academic institutions across the world. Join the weekly section and departmental seminars to hear some of the exciting work they do. In addition, a range of company representatives visits the department to give industry career presentations throughout the year. We warmly invite you to join these presentations where relevant to you and will share these opportunities with you by email. You can contact Victoria Murphy v.murphy@imperial.ac.uk if there is an organisation you would like to hear from.
Welcome from the Graduate Students’ Union (GSU)

Welcome to Imperial College! I'm Lloyd – President of Imperial College Union (ICU).

ICU is the representative body for all students at Imperial College. We advocate on behalf of students’ interests, including through a network of elected student representatives across all Departments and levels of study. We also provide services to students – we operate a number of bars (including h-bar, our Postgraduate bar), shops, a nightclub, and a cinema; we run over 360 clubs and societies, and we have an Advice Centre which offers confidential, impartial advice on academic and wellbeing matters.

ICU is led by myself and a team of Deputy Presidents – students who are elected to take a sabbatical year out of, or at the end of our degrees to work full time leading the Union. I myself recently completed my PhD in Physics. As a Postgraduate student, it was clear that there were plenty of ways that the Union and the College could be better supporting Postgraduate students, which is one of my main focusses for this year.

As we emerge from the pandemic and things are becoming more normal, we are keen to help rebuild the sense of student community that has suffered over the last 18 months. We are so excited to be offering a range of in-person social events through October (including a Postgraduate mingle on October 7th), and to see our clubs and societies returning to running their activities in person.

October also sees our Autumn Elections, where we elect student representatives across the College. If you’d like to be a voice for your peers and help improve the student experience, you should definitely consider running for a role. It’s great fun, and an excellent way to meet new people and give something back to the student community.

I’m excited to meet many of you in person in the coming weeks, and I hope you have a fun, and safe, start to your time at Imperial.

Kind regards,

Lloyd

Dr Lloyd T. James | President
Imperial College Union
 Beit Quadrangle, Prince Consort Road, London, SW7 2BB
Reg. Charity No. 1151241
Tel: 020 7594 8060
imperialcollegeunion.org
Student Support Contacts

Student Support Zone

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.

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

Senior Tutors and Wellbeing Support

Pastoral support can be offered by the tutors or wellbeing advisor in the department or by the faculty senior tutor. More about these roles can be found at:

https://www.imperial.ac.uk/personal-tutors-guide/understanding-your-role/your-senior-tutor-and-faculty-senior-tutor/

Departmental Postgraduate Tutors

Postgraduate Tutors offer pastoral support and advice and if necessary, they can direct you to an appropriate source of support. You can arrange to have a meeting with the Postgraduate Tutor (s) at any time during your studies.

The Postgraduate Committee in Earth Science & Engineering functions as a circle of care of postgraduate tutors and is comprised of: Dr. Sam Krevor (Senior Postgraduate Tutor), Prof. Saskia Goes (Director of Postgraduate Studies for Research), Prof Stephen Neethling, and Dr Adriana Paluszny.

Departmental Wellbeing Support

Our departmental student wellbeing advisor Anita Murphy (anita.murphy@imperial.ac.uk) is an experienced counsellor who is available to provide support, advice or just a listening ear, who can refer you to other services and assistance available in the college.

Faculty tutor

Faculty Tutors operate outside of any department. They provide guidance and assistance to students with regard to welfare issues and are also involved in College disciplinary matters involving students. Prof. Lorraine Craig is the faculty tutor for the Faculty of Engineering (l.craig@imperial.ac.uk)

New Students

Information on how to settle in and find your way around:

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

https://www.imperialcollegeunion.org/welfare-and-advice
advice@imperial.ac.uk

Support for International Students

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.

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

If you are a student on a Tier 4/Student Route visa you can also get advice from the Imperial College Visa Compliance team: visacompliance@imperial.ac.uk

Health Services

Student Counselling and Mental Health Advice Service

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.

https://www.imperial.ac.uk/counselling/

Earth Science and Engineering have a Mental Health Awareness Team and you can contact them for further information:

https://www.imperial.ac.uk/earth-science/about/health-and-safety/mental-health/

NHS Health Centre and Finding a Doctor

Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

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

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

https://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.

https://www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/
Disability Support

Disability Advisory Service

The Disability Advisory Service (DAS) works with individual UG and PG students with a wide range of disabilities, impairments, or long-term health conditions. Their aim is to ensure that students have the support they need.

The advisors are committed to providing the best possible support and reasonable adjustments. They understand that each person's disability or impairment can affect them in different ways and therefore the support offered is flexible and tailored. They can also help if you think that you may have an unidentified disability such as a specific learning difficulty. The service is confidential and information about your support needs is only passed on to others within the College (or external linked support staff) with your agreement. DAS is also here to support students who may have a temporary or short-term disability or impairment. 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

https://imperial.ac.uk/disability-advisory-service

Departmental Disability Officers (DDOs)

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 PG Disability Officer for our Department is:

Anita Murphy
020 7594 9521
anita.murphy@imperial.ac.uk

More information on Departmental Disability Officers is available at:


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

**Postgraduate Coaching and Research Degree Mediation**

As well as professional development opportunities, the Graduate School has a dedicated coaching programme designed to help you through challenging times. The Postgraduate student coaching programme has been established to provide an opportunity to talk, independently from your academic department, about challenges you may be experiencing during the course of your studies. The programme primarily focuses on building effective working relationships and there may be other self-development issues that you can explore with a trained coach.

[https://www.imperial.ac.uk/study/pg/graduate-school/community-support/coaching/](https://www.imperial.ac.uk/study/pg/graduate-school/community-support/coaching/)

The School also provides support for students and supervisors who are finding their partnership difficult. The confidential and non-judgemental research degree mediation programme is designed to support students and supervisors to work through challenges they may be experiencing, to find ways to move forward and work together more effectively.

Research Degree Mediation | Study | Imperial College London

**Religious and Faith 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.

[https://www.imperial.ac.uk/chaplaincy/](https://www.imperial.ac.uk/chaplaincy/)

**Imperial College Union**

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

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

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.

**Computer Health and Safety at Home**

You may be required to study and work from home. Here are some practical and helpful reminders for studying and working at home.

**Working Zone set up**

You can reduce your risk of musculoskeletal injury simply by setting up your working zone and arranging the equipment on your desk into zones. There is a lot you can do to work well at home to prevent discomfort. Please take some time to:

- Know your Ergonomic Working Zones.
- See the Workstation Set Up diagram for guidance.
- Review the Posturite Homeworking Solutions Infographic.
Setting up your working zone at home is similar to studying and working in the Department. Your working zone should include:

- A table / desk.
- A chair.
- Laptop, tablet or PC.
- Peripherals e.g., mouse, keyboard.

Find an area with adequate space to set up a suitable working zone. Ensure there is sufficient light, ventilation and no trailing cords.

**Electrical Safety**

Check your electrical equipment is still safe to use. Do not overload sockets or daisy chain extension leads. Become familiar with all escape routes in case of a fire and make sure they are clear.

**Wellbeing**

It is important to take regular breaks and maintain positive wellbeing when studying and working from home. Make sure to:

- Take a micro-break (2-3 minutes) every 20 minutes.
- Take a break (5 minutes) every hour e.g., make a hot drink or walk around the room.
- Do simple [Workstation Exercises](#).
- Keep hydrated and drink water.
- Enjoy healthy snacks and avoid sugary or fatty foods.
- Stay connected and maintain social connections with your team, family, friends and community. Keep regular contact with your supervisor or mentor and peers to keep them informed you are safe and well.

**Avoid Eyestrain**

Eyestrain is a common problem for people who spend many hours at a computer screen or reading fine print documents.

If you stare at something for too long, your eyes can tire. To avoid fatigue, eyes need to focus at different distances from time to time.

It’s a good idea to follow the **20:20:20 rule** - every twenty minutes, look twenty feet away for twenty seconds.

**Reporting**

Contact your supervisor or mentor if you have any specific ergonomic issues.

Incidents, near misses and ill health should still be reported in the [Salus](#) reporting system.
9. **Other Student Services**

**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

https://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

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

**Centre for Academic English**

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

https://www.imperial.ac.uk/academic-english
The Graduate School

Every postgraduate student at Imperial is a member of the Graduate School. In partnership with academics, students across the College and the Graduate Students’ Union

The Graduate School provides opportunities for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups. The Graduate School runs a Professional Skills Development programme for doctoral students.

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

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.

https://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

Information and Communications Technologies (ICT)

ICT Resources

ICT has prepared a useful, informative and engaging online welcome pack for new students to get to grips with key IT resources at the College. With the increase in remote teaching and learning, ICT understands how important it is to provide robust and easy to use services that support our students learning experience at the College.

- The ICT resources for new students website has been updated with key information including details on how to activate your College account, get connected to College services, access learning tools such as Blackboard and Panopto and how to access software for you course.
• The information on the website has also been condensed to fit in a **handy pocket guide**. Students can access this online and find printed versions of the guide at the ICT Service Desk, which will be located on the South Kensington campus.

• There is an **ICT Support YouTube playlist** consisting of 17 helpful “how to videos” covering a broad range of topics from "how to use applications on Office 365" to “how to use the printers” when on campus.

• New students can learn how to remotely access library journals, their saved files, software and much more by following guidance on our **access IT resources remotely** web pages.

• The College’s **Inclusive Technology web pages** provide information on software and other applications that students can use to improve their study efficiency. There are useful tools for note taking, revision and time management.

• The **Office 365 web pages** are a good starting point for students to learn about Office 365, features and applications that are available at the College and how it can benefit them.

• IT security is very important. Awareness of potential scams and an understanding of how to stay safe online can go a long way in protecting students and the College from possible cyber-attacks. Follow our **Be Secure web pages** for more information. These web pages will be updated by September with new content, visuals and videos. There is also a **Security YouTube playlist** consisting of 6 videos covering various important security information.

• **ASK** is your go to website for logging queries and seeking support from key administrative departments across college, such as the Student Hub, The Library, IT, Finance and Human Resources. The ICT Service Desk can help staff and students with a wide range of issues from connecting to Wi-Fi, resetting passwords, software installation and much more. You can contact the ICT Service Desk via the **ASK portal**, call +44 (0)20 7594 9000 or 49000 from a College telephone, send an e-mail to **service.desk@imperial.ac.uk**, or **book an appointment** with a member of the ICT 1st line support team. For more information, please refer to **Contact the ICT Service Desk**.

**Library Services**

The Central Library at South Kensington is located next to the Queen’s Lawn and has five floors. It is open around the clock for study space pretty much all year.

The main Earth Science and Engineering book and map collections can be found on Level 4. The library also provides access to thousands of electronic journals, databases and other electronic tools. You can find material by using the search box on the library’s homepage:

[https://www.imperial.ac.uk/library](https://www.imperial.ac.uk/library)

Your departmental librarian can support you finding subject information, using resources and managing your references. You can find your librarian’s contact details and a selection of useful subject-specific resources and tools here: [https://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/](https://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/)

Alongside these physical spaces and resources, the Library provides over 300,000 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.

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. The library also provides support for researchers on copyright, open access, research data management and more: [https://www.imperial.ac.uk/admin-services/library/research-support/](https://www.imperial.ac.uk/admin-services/library/research-support/)
In order to keep you safe, many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

**Move 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.

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

More information about Imperial student memberships and updates to our services can be found at:

- [https://www.imperial.ac.uk/ethos/memberships/students](https://www.imperial.ac.uk/ethos/memberships/students)

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

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

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveFromHome campaign, more information can be found at:

- [https://www.imperial.ac.uk/sport/movefromhome/](https://www.imperial.ac.uk/sport/movefromhome/)

**Student Administration**

The Student Records Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

**Student Records and Examinations**

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

📞 +44 (0)20 7594 7267
📧 certificates@imperial.ac.uk

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

Sick Leave

Students must notify their supervisor as soon as possible if they are absent due to illness or injury and a medical certificate must be produced after seven days. If their supervisor is absent or unreachable, please contact the Postgraduate Research Administrator.

Some scholarships (e.g. UKRI) will cover a stipend for a certain period of sick leave per year (e.g. up to 13 weeks). It may be worth asking your funder if they provide such benefits.

Holidays

Students should always report their holiday arrangements to their supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken each year.

Fieldwork

During your studies in ESE, you may be required to undertake fieldwork either in the capacity of supporting a UG or MSc class or for your research study. Students who undertake fieldwork are considered to be offsite workers and as such should follow the guidelines as set out on the ESE website please see the link below:

https://www.imperial.ac.uk/earth-science/current-student-staff-info/offsite/

As well as completing the appropriate documentation associated with your trip you may be required to either request study leave or annual leave to participate in fieldwork.

Please note: that if you are a Tier-4/Student Route visa student you must contact either the International office, Visa Compliance team or your Postgraduate Administrator before any plans are arranged.

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, either in the UK or abroad (not including fieldwork that is a normal part of your PhD plan), your department can approve study leave. 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.

In the first instance you must download and complete the ESE Placement form (from EESIS). Once completed this should be submitted to Amanda Allotey (a.allotey@imperial.ac.uk) who will be able to advise you on the correct college paperwork to be completed, i.e., either “Interruption of Studies” or “External Study Leave Form”.

60
Please note: that if you are a Tier-4/Student Route visa student you must contact either the International office, Visa Compliance team or your Postgraduate Administrator before any plans are arranged.

Further details can be found at:

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

**Interruption of Studies**

This should be requested when you are too ill to work or when a personal emergency or other circumstance arises which means that you need to take a break from your studies. An interruption of Studies (IOS) should be put in place for circumstances including compassionate leave, maternity and paternity leave, a personal emergency, or lack of funding.

No fees are payable for such a period, during which your research registration is effectively suspended. However, it should be borne in mind that registered student status, and the payment of any stipend, will also be suspended for the duration.

It is vital that an interruption of studies is applied for as soon as the circumstances arise, because an interruption of studies is not usually approved retroactively. By applying for an IOS immediately, your registration and timeline can be suspended until you return and you do not exceed the maximum registration period or miss assessments and thesis submission deadlines.

Students can apply for Interruption of Studies via the My Imperial tile; further information is via the link below:

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

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 for the start of your interruption and as to your fitness to return to your studies and the end.

*If you are an international student on a Tier-4/student visa*, you will usually have to leave the UK for the period of your interruption and request a new visa to return. An exception to this would be if you had been declared unfit to travel. Please contact the International Office for further information.

On your return from IOS, you must re-register via My Imperial. Registry will then request confirmation from your department. Therefore, you must contact your Postgraduate Research Administrator, Amanda Allotey (a.allotey@imperial.ac.uk) so this can be arranged. Please note that bursary payments cannot restart until you have re-registered.

**Employment during Studies**

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable, we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours. Working in excess of these hours could impact adversely on your studies or health.
**If you are here on a Tier 4/Student Route visa**, you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time, you are strongly advised to discuss this issue with your supervisor or Senior Tutor (PGR). If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Please note that these rules also apply to your work as a GTA.

GTA-Framework_Updated-May-2021.pdf (imperial.ac.uk)

The College’s examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

**Part Time Study**

Some students may have circumstances that warrant that they complete their PhD partially or fully while registered as part time. In such a case, a tailored plan for your PhD will be agreed between yourself, your supervisor(s) and the postgraduate team.

The milestones for your PhD are shifted as if you are working at 50%. Thus your early stage assessment is expected to be completed by 18 months of part-time work during term-time and your late-stage assessment between 30 and 36 months. These dates are irrespective of the fraction of part-time that you are registered for. Thesis submission does require that you reach the minimum total registration of at least 24 months. When registered part-time, the final deadline for submission of the thesis is 6 years (72 months) after initial registration.

**Extensions**

The standard period of full-time study for a research degree at Imperial is three to three-and-a-half years and students should aim to complete their work within this time. The minimum registration period for a PhD degree is 24 months. There will sometimes be unavoidable delays, e.g. due to faulty equipment, or lack of access to outside facilities, but usually you would be expected to adjust your research plans to such changed circumstances in discussion you’re your supervisors.

Most funders will not provide financial support for any extensions. At the latest, you should submit your thesis within 4 years of registration. No thesis submission is allowed after 48 months (72 months if part time) unless a case to support late submission is made by your supervisor jointly with the Director of PG Studies.

**Attendance requirements for overseas students**

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

https://www.imperial.ac.uk/study/international-students/visas-and-immigration/
When things go wrong – Complaints Procedure

The College aims to give the highest specialised instruction and provide you with the training, resources and administrative support you need to succeed. We also have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. However, sometimes things do not work as planned or intended. If at any point during your degree you encounter problems, seeking help as soon as possible can often help reducing the impact and avoiding escalation. The college offers many possible points of contact, within and outside of the department. Depending on the issue, these are the people that you would usually turn to for help. They can either help directly or point you to college services that can provide further support. You are also welcome to directly contact college support services.

Assistance to find a solution

As a first step, you should try to find a solution, preferably by raising awareness of a problem within 15 working days of the problem arising. These are some of the people who can help:

1) If possible, one of your supervisor(s) or your mentor would be your first point of contact to help resolve any problems.
2) If you do not feel comfortable contacting your supervisory team or discussion with them has not helped, get in touch with the PG Senior Tutor (Sam Krevor) or one of the other members of the ESE Postgraduate Committee (Saskia Goes, Stephen Neethling, Adriana Paluszny).
3) If you need help outside of the department, or are not happy with the help received within the department, you can get in touch with the Faculty Senior Tutor (Lorraine Craig)

The Graduate School also provides support for students and supervisors who are finding their partnership difficult. The confidential and non-judgemental research degree mediation programme is designed to support students and supervisors to work through challenges they may be experiencing, to find ways to move forward and work together more effectively. [https://www.imperial.ac.uk/study/pg/graduate-school/mediation/](https://www.imperial.ac.uk/study/pg/graduate-school/mediation/)

Formal Complaint

If you have concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

- student.complaints@imperial.ac.uk

- [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

Support for Bullying and Harassment

Bullying and Victimisation Policy

This policy defines the ways in which harassment, bullying and/or victimisation can occur. The policy provides guidance to resolve any problems should they occur, and avoid recurrence, with its main aim being the prevention of harassment, bullying and/or victimisation. Questions about the policy should be directed to the Equality and Diversity Unit.

[https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/](https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/)
Support for Bullying and Harassment

If you ever experience bullying and harassment, including sexual or racial harassment, there are a number of support services available to you:

- **Report and Support tool** – Anyone can use the tool, including staff, students, contractors and visitors to the College. You can use the tool if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.
- **Student Harassment Support Contacts** – The College has a number of trained Student Harassment Support Contacts (HSCs) who are here to listen and signpost you to relevant specialist support. They have received specialist training which enables them to listen to your concerns and experiences relating to bullying, harassment, discrimination and sexual misconduct. They can be contacted directly through their email, shsc@imperial.ac.uk.
- **Sexual Violence Support** – There are five Sexual Violence Liaison Officers (SVLO) who are Imperial staff who work in different departments and services across the College. They have received specialist training to support students who have experienced sexual violence. They are not counsellors but will listen to you and can help you access the right support and information. They can be contacted directly through their email, svlo@imperial.ac.uk.
- **Imperial College Union Advice Centre** – The Advice Centre can provide professional advisors to help support students through a wide range of challenges they may face during their time at Imperial. They can also provide advice and support for bullying and harassment. They can be contacted directly through email (advice@imperial.ac.uk), phone (020 7594 8060) or through booking an appointment on their website.

Further support

There is also wellbeing support providing within the department and the College.

ESE has a dedicated Student Wellbeing Advisor, Anita Murphy. You can learn more about her and wellbeing at ESE on this website: [https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/](https://www.imperial.ac.uk/earth-science/current-student-staff-info/wellbeing/)

The College provides counselling for students. Their website lists details of the service and how to book: [https://www.imperial.ac.uk/counselling/](https://www.imperial.ac.uk/counselling/).

Student Support Zone links to a wide variety of support services available at the College: [https://www.imperial.ac.uk/student-support-zone/](https://www.imperial.ac.uk/student-support-zone/).
Building Issues – Reporting Defects – See it, Report it!

How do I report a defect?

1. Report it online: https://www.imperial.ac.uk/estates-facilities
2. Report it by email to eo.csc@imperial.ac.uk
3. Or, in an emergency Call 020 7594 8000 (48000 extension)

What kind of things should I report?

- Building temperature issues
- Issues with toilets
- Leaks
- Lighting problems
- Power issues
- Faulty doors

What will happen when I log a report?

The helpdesk will log your report and assign it to a Facilities team, along with a unique code and a response time category. You will also receive an email confirmation. The Facilities team will attend the area of concern and work out how to address the issue, which might either be fixed immediately or may take some time to order parts and 3rd party contractors.

What should I do if my report is not dealt with?

One of the advantages of placing the report is that you will receive an update, although the Department is also informed. If you have concerns over how your report is dealt with, you can contact the Building Manager in the first instance (Guy Fairhurst, g.fairhurst@imperial.ac.uk) or failing that, you can contact the Department Operations Manager (Emma Watson, e.watson@imperial.ac.uk).

College Access & Lone Working

Earth Science & Engineering building access hours: Monday to Sunday, 06:00 to midnight.
Earth Science & Engineering laboratory access hours: Monday to Sunday, 08:00 to 18:00.

The RSM building in which you are based closes at midnight every day and opens at 7 am. You are not permitted to be in the building outside of these access hours unless you have approved lone and late working permission.

It is Imperial College London policy to ensure that all lone working is avoided where possible. Lone working is working in physical isolation, e.g. as the sole occupant of a laboratory or where no other person is in the vicinity, i.e. within earshot. It is possible for a worker to be on the same floor of a building or even in the same general area as others yet be working alone. Please note that lone working can occur at any time during the day or night and should not be confused with late working.

Lone working and late working is to be avoided if at all possible and is only permitted after completion of an online risk assessment (https://www.imperial.ac.uk/safety/safety-by-
It must be ensured that your co-workers and course director is aware of each instance of lone working. Students must provide contact numbers and inform colleagues and course director of the time they expect to finish. Lone workers must be familiar with the arrangements for fire, first aid, spillage, power failure and other emergencies.

Further information can be found at:
https://www.imperial.ac.uk/about/leadership-and-strategy/provost/space-policy/access-and-opening-hours-policy/

Computing

Your supervisor should ensure that you have access to a computer or should purchase you a new desktop system.

If you need to purchase a computer please visit the following web address:
https://www.imperial.ac.uk/ict/services/softwarehardware/purchaseandrenewal/deptpurchases. The department currently has an account with Hewlett Packard, and it is recommended that you use this supplier.

If you purchase a computer through an alternative supplier, you will have to receive authorisation from the Department’s finance section before a purchase order can be raised. For installation or computer problems/queries please contact ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000. A range of competitively priced software, e.g., Endnote, Secure Shell, drawing packages, etc., can be bought from the ICT shop.

Information regarding ICT (Information & Communication Technologies) can be found at:
https://www.imperial.ac.uk/admin-services/ict/

New postgraduate students are automatically provided with a username (login name) which will allow them to access the college computing facilities. This normally happens shortly after the application has been submitted. The username should be activated as soon as it is received, which can be done from your home.

Your username and password will enable you to track your application via the student e-Service applications and if successful will then remain unchanged for the duration of your stay at College. If activated prior to joining College it is not necessary to make any further changes on your arrival at College as this same username will allow you access to the necessary College computing facilities.

If you have problems activating your College username please contact the ICT Help Desk (service.desk@imperial.ac.uk) ext. 49000; in West Wing, Level 4, Sherfield Building, South Kensington campus or your local campus service desk.
**Desk Allocation & Keys**

You will be provided with a desk and sufficient workspace upon arrival. For details of your desk allocation please contact Katie Rycraft (k.rycraft@imperial.ac.uk). Do not move to desks that are temporarily vacant or use these desk spaces as storage for your books and other materials. Items incorrectly placed on vacant desks, left in corridors, gangways etc. may be disposed of without warning.

For queries relating to telephone connection or desk keys, please contact Jason Hoadley (jason.hoadley@imperial.ac.uk).

**ESESIS**

**What is ESESIS?**

ESESIS is a web-based departmental administration system that has been custom-built to meet the needs of both staff and students within ESE.

**How will it help?**

The system has been designed to allow easy tracking of the milestones that all postgraduates must complete during their course; monitoring of your degree status; the logging of all interruptions to study and many other administrative tasks. Through the registry system My Imperial, you are able to monitor your status as recorded by college (registry) and submit some of the necessary forms, However, ESESIS also logs your milestone reports, sends reminders and provides access to a range of forms. In short, this system provides the departmental one-stop shop for all administration tasks related to your postgraduate degree.

**How can I sign-up for ESESIS?**

You can sign-up for the PhD/MPhil ESESIS system through any internet connection.

1) URL: [https://esesis.ic.ac.uk/signup](https://esesis.ic.ac.uk/signup). You will need to login via MicrosoftAD using your standard IC username (e.g. user@ic.ac.uk) and password to access the sign-up form.
2) Please complete the form, checking the details, before submitting.

3) On successful submission you will see the following message, this indicated your information has been saved and passed to the relevant member of department staff to check and activate your ESESIS account.

Quick Guide to ESESIS:

1) You can access ESESIS through any internet connection at URL: [https://esesis.ic.ac.uk](https://esesis.ic.ac.uk)

2) Login using your standard IC username and password. If you do not know these, please visit [https://www.imperial.ac.uk/admin-services/ict/](https://www.imperial.ac.uk/admin-services/ict/) for more information.

Your ESESIS home page is set-up with two columns you will be able to access & should regularly update your personal details on the left hand side of the page & will be able to review your “milestones” which are located on the right (these include your 9 month exam (ESA) & 21 month exam (LSR)). Please note: a Word forms for all your “milestones” can be downloaded from ESESIS.
Internal and External Mail

PhD student post can be collected from drawers located just inside the PhD office area on the second floor of the Royal School of Mines. For all postal or faxing enquires please see Jacqueline Hughes (j.hughes@imperial.ac.uk), Resources Administrator, Room G.22, Royal School of Mines. For the purpose of receiving mail, the preferred address is as follows:

Your name
PhD student
Department of Earth Science & Engineering Imperial College London
London SW7 2AZ

Photocopying

Your ID card will contain printer credit when you receive it. This can be topped up by using the machines located in the library. You can also pay using your debit or credit card:


Waste Disposal

The College is committed to reducing waste and harnessing the benefits of its waste resources. We aim to reuse where possible, recycle and dispose of waste appropriately. **It is each individual's responsibility to manage their own waste.** Items must not be left for the cleaners to dispose of unless they are appropriately placed in their respective bins. Areas will be monitored to ensure a safe and tidy working environment for all. Please use the individual bins provided for your glass, dry mixed recycling, paper & card and general waste. All boxes should be flat packed and disposed of via the bins. If items are not being collected, please report it as a defect (above).

https://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/

You must use the College’s Waste Disposal online forms for:

- Confidential Waste
- Furniture Disposal
- Waste Electrical and Electronic Equipment (WEEE)

https://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/forms/
12. Departmental & College Procedures

Etiquette in Open Plan Areas

Noise

- **Try to be quiet.** Individuals have different working practices, but for most people a quiet environment is most conducive to work.
- **Hold meetings in meeting rooms.** Do not hold meeting in open plan areas where your colleagues are trying to work.
- **Hold social events in social spaces.** Do not have group or social discussions in the open plan areas; these spaces are for work.

Space

- **Keep to your allocated workspace.** Do not encroach on, or clutter, the desks of your colleagues.
- **Refrain from unauthorised desk migration.** Do not move to desks that are temporarily vacant or commandeer these desk spaces as storage for your books and other materials. If you have a strong reason to change desks, please contact Katie Rycraft (**k.rycraft@imperial.ac.uk**).

Phones

- **Keep phone calls brief and work-related.** Do not hold lengthy conversations in the open plan area.
- **Set your mobile to vibrate.** Do not allow your mobile phone to annoy others.

Kitchens

- **Keep the microwave oven, refrigerator and sinks clean.** Do not leave food or drink in the refrigerator past the date at which it starts to turn bad.
- **Keep the area tidy and return departmental crockery and cutlery**

Security

- **Secure your valuable items.** Do not leave any valuables on your desk; they are safer in a locked drawer or carried with you when you leave.
Finances

Bursary Payments

Some students are in receipt of an Imperial College administered studentship (e.g. SSCP DTP, STFC, EPSRC, Fluids CDT etc). Once the bursaries are set up, bursary payments for these scholarships are usually paid in advance on the 7th of each month.

Update your bank details on the student e-service and make any adjustments to your details if they do change.

https://www.imperial.ac.uk/studenteservice

If you have any queries regarding your bursary payment please contact Emma Watson (e.watson@imperial.ac.uk).

Notify your supervisor and Postgraduate Research Administrator, Amanda Allotey, a.allotey@imperial.ac.uk, of any withdrawals or interruptions to your studies.

Funding for Conferences

Check the conditions of your funding to identify any funding for conferences. Research Council funding usually comes with a Research Training Support Grant which can fund consumables, travel, conference registration, etc. Supervisors may also have some funds reserved for supporting PhD student travel and consumables.

Students can also apply for funding for conferences via the conference itself, or via relevant scientific societies such as The Geophysics Society, the Society of Economic Geologists, the American Association of Petroleum Geologists or the European Association of Geoscientists and Engineers.

Please note that all costs relating to attending a conference must abide by the College’s expense policy, regardless of the source of funding. Please see Expense Policy below.

Expenses Policy – A summary for Students

The majority of staff and student purchases should be bought through College approved purchasing paths (Purchase Order) with preferred and approved suppliers, and not bought directly by the claimant.

If an item is required for your studies and approved by the Course Director and/or administrator Jackie can help you purchase anything so that you don’t have to incur a personal expense. If the company isn’t on the College’s purchasing system and a Purchase Order isn’t possible, we have a system of Virtual Credit Cards (VCC) which you can use for most suppliers.

An expense claim should therefore be used to reimburse incidental expenses only. Items such as travel, equipment, computer hardware and software should be purchased through Purchase Orders or VCCs. The thresholds in the Expenses Policy apply equally whether you claim an expense or Jackie raises a purchase order on the College system for you. Please contact Jackie for all purchasing enquiries.

In some instances, this is not possible and a personal expense is required. Imperial College’s policy is to reimburse you if you have had to pay for a valid expense in the performance of your duties for the College. If you have had to pay for something in the performance of your
duties for the College, our policy is to pay you back. The expense must be in line with the policy.

Jackie Hughes
⇒ j.hughes@imperial.ac.uk

Policy

A very useful 2-page summary can also be viewed here: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/finance/internal/Expenses-Summary---Published_10.pdf

If it important that you read and understand the policy prior to incurring any expense: https://www.imperial.ac.uk/finance/financial-services/expenses/

It is important to note that the policy:

- Is applicable for Purchase Orders, VCCs and Expense claims.
- Affects all College employees, students and visitors. Individuals must ensure that their visitors are fully aware of the policy.
- Will apply irrespective of the source of funds

In cases where the funder and College have differing rules, the policy which is the most stringent applies.

Some expenses require approval prior to incurring the expenditure (e.g. consumables, software above £100). This is provided by the Department Operations Manager, ese.dom@imperial.ac.uk

The department does not refund any alcohol purchase

Unfortunately, claims that do not comply with the policy will be delayed and may be rejected. If you are unsure about anything, please contact ESE Expense.

How do I claim?

Submission of expenses is via an email to ESE Expense email address: ese.expense@imperial.ac.uk, with scans of all itemised receipts attached and a completed excel Expense Claim form. You type your name as a signature. Please fill in the form electronically and email it to ese.expense@imperial.ac.uk, including all necessary information.

Expense Claim Form (E1) for non-employees (Excel) [requires College login]

You can view an example completed form with guidance here: ESE Expense Claim Form guidance.

We aim to process expenses upon receipt. Processing and payment can take up to two weeks following submission of a fully completed expense claim.

The most important thing to remember when incurring an expense is to keep the receipt(s). Receipts must be itemised receipts listing what has been purchased, it cannot be the credit card receipts nor bank/credit card statements. The single most common delay in all expenses is the lack of receipts, or itemised receipts. If receipts are lost or missing, we may not be able to reimburse the full or any partial cost but please let us know and we will look to support you.

Expenses can only be refunded to the individual who incurred the expense. If a claim is made for a group, the most senior person present (if applicable) should pay the expenditure and submit the claim.
Expenses should be submitted as soon as possible after they have been incurred, with an expectation that they will be submitted within three months. Expenses submitted more than six months after they have been incurred may be rejected and will require a detailed explanation for the delay.

All reimbursements require the approval of the College project account holder prior to incurring the expense. This is usually your supervisor, Course Director or course administrator. Please obtain this prior to incurring an expense and submitting an expense claim. This can be done as part of an email chain. The College prefers that staff and students use the purchasing system if so that you don’t have to incur an expense – contact Jackie for advice.

Advance claims

To help staff and students with their cash flow during conferences/fieldtrips, you can apply for an advance for expenses which would be required for the trip – an advance claim. Submission of an Advance Claim is via an email to ESE Expense email address: ese.expense@imperial.ac.uk, and a completed excel Advance Claim form. You type your name as a signature. Please fill in the form electronically and email it to ese.expense@imperial.ac.uk, including all necessary information. New Expense Form (E3) for advances [requires College login]

When you return from your trip, you must complete an expense claim within 30 days of returning, following the expense claim procedure. We will record details of your trip/event within the department and aim to get in touch with you upon your return if we do not hear from you. Upon submission and approval, you will be reimbursed with the advance deducted.

For any query regarding expenses or advance claims, please contact ESE Expense (ese.expense@imperial.ac.uk) and we will support you.

ese.expense@imperial.ac.uk

Health and Safety

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

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

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

Departmental Health and Safety

Departmental Safety Officer: Simon Davis:
Simon.davis@imperial.ac.uk, 020 7594 6544
Fieldwork Safety Officer: John-Paul Latham: j.p.latham@imperial.ac.uk

The departmental safety induction is held on the first day of term.

For further information regarding departmental health & safety please see web address below: https://www.imperial.ac.uk/earth-science/about/health-and-safety/

The College Safety Department

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

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

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College and to thereby comply with specific legal requirements. Sometimes the management systems fail, and an accident or a near miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

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

Your academic supervisor and departmental safety officer are the first people to whom you should report concerns or ask for advice, but you may also contact the Safety Department directly.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work,
- assess and advise on fitness for work and
- 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
Health clearance for travel

Please note: Postgraduate students travelling abroad for study or research have the same health clearance requirements as for staff. Clearance is compulsory for any travel to a tropical country. Information on arrangements for health clearance can be found at:

HTTPS://WWW.IMPERIAL.AC.UK/OCCUPATIONAL-HEALTH/TRAVEL/

If any vaccinations are required for the destination country, then an appointment with the OH Service should be sought at least four weeks in advance of travel. Students will need to provide evidence that their trip is directly related to their study or research activity.

Clearance will be notified to the supervisor named on the health clearance questionnaire.
13. **Academic Regulations**

**Regulations for Students**

**General regulations**

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.

- [https://www.imperial.ac.uk/about/governance/academic-governance/regulations](https://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [https://www.imperial.ac.uk/students/terms-and-conditions](https://www.imperial.ac.uk/students/terms-and-conditions)

**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:


**Academic and Examination Regulations**

The College academic and examination regulations for the award of research degrees can be viewed here:

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

**Use of IT Facilities**

View the Conditions of Use of IT Facilities:

- [https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/](https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)

**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.

**Academic Integrity**

**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:


**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.

- https://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/
- The Graduate School provides training on Copyright:
  - Ensuring Integrity | Study | Imperial College London

**Intellectual Property Rights Policy**

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

- https://www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/

Further information about the Imperial Enterprise Lab can be found at:

- https://www.imperial.ac.uk/students/enterprising-students
- https://www.imperialenterpriselab.com/support/experts-in-residence

The Graduate School provides training on Intellectual Property:

- https://www.imperial.ac.uk/study/pg/graduate-school/students/doctroral/professional-development/research-integrity/

**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.

- https://www.imperial.ac.uk/research-ethics-committee
Good Research Conduct

Imperial College London is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the College to address the science challenges of today and the future. The College's achievements in research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the College's reputation and success.

https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/

Unsatisfactory Progress

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process and the appeals procedure (Annex 1 to General Regulations for Students) relating to it can be found at:

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

Misconduct

Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, 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.

https://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:

https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/
Feedback from students- surveys

Your feedback is important to your department, the College and Imperial College Union.

There are a variety of ways to give your feedback on your Imperial experience. Last academic year, the College asked students to take part in the Postgraduate Research Experience Survey (PRES). This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students. The results of the 2021 survey are published online (link below). PRES is run bi-annually at the College.

The Student Experience Survey (SES) is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and the Imperial College Union.

All surveys are confidential 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 shows you some of the changes made as a result of survey feedback:

- [https://www.imperialcollegeunion.org/you-said-we-did](https://www.imperialcollegeunion.org/you-said-we-did)

The Union’s response to surveys can be found here:

- [https://www.imperialcollegeunion.org/your-union/your-representatives/responses](https://www.imperialcollegeunion.org/your-union/your-representatives/responses)

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

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

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

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

GradSoc – ESE representation

GradSoc represent the PhD student views at the Postgraduate Research Studies Committee, Equality, Diversity, Inclusion and Culture Committee and the Athena SWAN Self-Assessment Team. Students should send any questions, comments and feedback they wish to raise to the GradSoc email account ([esegradsociety@imperial.ac.uk](mailto:esegradsociety@imperial.ac.uk)).

Graduate Students’ Union

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

- [https://www.imperialcollegeunion.org/about-us](https://www.imperialcollegeunion.org/about-us)
The Graduate Students’ Union is the postgraduate arm of Imperial College Union and is concerned primarily with the affairs of all postgraduate students at Imperial.

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

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.

https://www-d7.imperialcollegeunion.org/your-union/your-representatives/representation/academic-representation-network
15. 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.

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

Search for a local alumni group and join the conversations in the Imperial alumni LinkedIn group, on our Facebook page, and the ESE departmental PhD LinkedIn alumni group.

Above all, please keep in touch! We would love to hear about what you are getting up to and would like to help and support you as much as we can. You can always drop us an email at alumni@imperial.ac.uk.

https://www.linkedin.com/groups/12293015/
https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/email/how-to-guides/forwarding/