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Welcome and Introductions

Welcome from Head of Department

Congratulations and welcome to the Department of Earth Science and Engineering. We are a world class research ecosystem in which the boundaries of science and engineering are extended. Our PhD students are highly prized and highly effective in industry and academia. The training you will receive will allow you to achieve great success and will make a lasting change to our understanding of the world around us. I wish you well in your activities and hope that you find your time with us an extremely rewarding experience.

I look forward to meeting you during the course of your degree in Earth Science and Engineering.

Mark Sephton
Head of Department for Earth Science & Engineering
Doctoral proposition

You can expect Imperial College London to:

**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

https://www.imperial.ac.uk/study/pg/graduate-school/strategy-and-governance/doctoral-proposition/
Introduction to Imperial

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

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

We are committed to ‘sharing the wonder’ of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to these events, such as our annual Imperial Festival and our term-time Imperial Fringe events.
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
- Dyson School 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 1,575 staff (395 academics, over 800 researchers and 365 support staff) and 5,785 students (of whom over 1,200 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.
Earth Science & Engineering Department

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 by Sir Henry De la Beche 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’ve 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, 30 support staff and 600 undergraduate and postgraduate students. We are ranked in 1st place as the top UK Geology department in The Times and The Sunday Times Good University Guide 2016, The Guardian University League Tables 2016, and the National Student Survey results 2015.

Through a combination of pure and applied research, our academics and researchers are at the cutting edge of comprehending how Earth systems work and how natural resources and energy can be sustainably extracted and provided. Our work in these fields is aided by strong collaborative ties with the Energy Futures Lab and the Grantham Institute - Climate Change and the Environment at Imperial College. We are also at the forefront of applying this knowledge to understanding the evolution of other solid bodies in our Solar System, such as Mars. We benefit greatly from our formal ties with the nearby world-famous Natural History Museum and Science Museum, where a number of students undertake part of their 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 and/or Geophysics, or our world leading Petroleum MSc courses, the commitment of staff to an excellence in teaching ensures that our students graduate with a range of skills that allow them to join a long list of alumni that go on to senior positions in industry and in academia.

www.imperial.ac.uk/ese
Earth Science & Engineering Research Sections and Groups

Earth Science and Engineering is a highly rated department performing multi-disciplinary research. It is organised into three broad Research Sections. All PhD students and academic staff belong to one of these sections, and are part of the yearly cohort of their section.

The **Earth and Planets Section** (E&P) is concerned with understanding the processes that drive the Earth system, and in the formation and evolution of solid bodies within the Solar System. The Head of this section is Prof. Gareth Collins.

The **Petroleum Geoscience and Engineering Section** (PGE) conduct pure and applied research in petroleum reservoir engineering, petroleum geology, and petroleum geophysics, and carbon-dioxide capture and sequestration. The Head of this section is Prof Ann Muggeridge.

The **Computational Geoscience and Engineering** Section (CGE) is concerned with the prediction and monitoring of a wide variety of industrial and environmental processes, with particular emphasis on the development and application of advanced numerical methods and scientific computing techniques. The Head of this section is Professor Matthew Piggott.

Additionally, there are various research groups that operate within or across Research Sections. Some of the larger groups are listed below. For further groups and details, see: [http://www3.imperial.ac.uk/earthscienceandengineering/research](http://www3.imperial.ac.uk/earthscienceandengineering/research)

The **Petroleum Engineering and Rock Mechanics Research Group** (PERM) performs research in all areas of petroleum engineering, including fluid flow in porous media, reservoir simulation, reservoir characterisation, hydrocarbon thermodynamics, rock mechanics and drilling, as well as topics such as subsurface carbon sequestration. The research involves the investigation of complex, non-linear phenomena in highly disordered geological media.

The **Impacts and Astromaterials Research Centre** (IARC) addresses a wide range of fundamental planetary science questions, ranging from the origins of the Solar System to the continuing evolution of the planets, asteroids and comets. The IARC initiative brings together planetary scientists, facilities and resources from the Department of Earth Science and Engineering at Imperial College London and the Mineralogy Department of The Natural History Museum.

The **Applied Modelling and Computation Group** (AMCG) is committed to both the development and application of innovative modelling techniques in Earth, nuclear engineering and biomedical sciences. The group is interested in the development and application of numerical methods for neutral particle radiation transport, for atmospheric, ocean and multiphase flows, for optimisation mathematics and its applications, and for the solution of inverse (imaging/tomographic) problems.

The **Sedimentary Basins Group** is concerned with the sedimentary and structural evolution of sedimentary basins, including their stratigraphic and depositional evolution, tectonics, diagenesis, palaeoenvironments, and surface processes.

The **MAGIC Laboratory** (MASS Spectrometry and Isotope Geochemistry at Imperial College London) uses isotope geochemistry to tackle a broad variety of questions in Earth, environmental, and engineering sciences, involving climate, oceans and biogeochemical cycles, magmatic processes, and cosmochemistry.
Welcome to the Graduate School

Welcome to Imperial College London and the Graduate School!

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

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

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

Imperial College London is committed to promoting and embedding equality and diversity throughout the College. Equality and diversity forms an integral part of Imperial Expectations, the set of seven statements which articulate how the College expects its leaders, managers and supervisors to behave. The College’s Equality Objectives provide an overarching plan over a two year period, and are published in accordance with Imperial’s Public Sector Duty.

The College is an Athena SWAN Silver Institution, Stonewall Diversity Champion, Two Ticks employer and works with GIRES to promote respect for Trans people. Imperial are a member of the Race Equality Charter.

What we do in the Department

The ESE Equality, Diversity and Inclusion Strategy is a public declaration of commitment to continue supporting and further developing a vibrant, diverse and inclusive community of staff and students.

While embracing the rich internationality of ESE staff and students, and the diversity of our community, we unlock talent and unique opportunities for success. The department promotes a culture of respect, dignity and inclusivity for all staff and students regardless of age, disability, race/ethnicity, national origin, gender identity, marriage and civil partnership, pregnancy and maternity/paternity, religion or belief/non-belief, sex or sexual orientation. We achieve this by:

- Demonstrating visible leadership and accountability at all levels
- Promoting equality in all departmental activities, in ESE culture and business
- Working in partnership between staff and students
- Communicating our values and sharing good practice within the FoE, the College and with our external collaborators

The department’s commitment to advancing Equality, Diversity and Inclusion is based on listening to staff and students and working in partnership with College staff and student networks. We will actively benchmark our equality, diversity and inclusion activity against the FoE, College and other Higher Education departments.

Consultation is an integral element of the development of this strategy and action plan, as a means to assure ownership and commitment to cultural progress.

The methods used to involve and consult staff and students in the development of this strategy take account of internally available and published data in order to determine future objectives. Consultations are held with:

• College staff and Professional Services Equality and Diversity Committees
• Staff fora and student networks

• Staff survey

• Student surveys

• Staff who have a remit to support the delivery of this strategy

The department will aim to publish equality data for students and staff annually on the ESE website and use this data to inform, monitor and benchmark progress against objectives, action plan, equality charters and accreditations.

Every year, we host Active Bystander workshops, delivered by a communications expert. The aim of these short sessions is to empower staff and students to challenge poor behaviours and bring about change where poor behaviours have become normalised. The aim is to create a safe and supportive working environment within the department. We also host Unconscious Bias workshops for all staff and students. This workshop provides a non-judgmental approach aimed at understanding how unconscious bias operates in the workplace. Finally, we encourage all staff and students to take the Equality, diversity and Inclusive e-learning workshop.

Further information can be found here:

http://www.imperial.ac.uk/earth-science/about/edi/
Success Guide for Doctoral Students

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

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

Imperial Mobile App

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

www.imperial.ac.uk/imperialmobile
### Key Dates

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<th>Date (to be updated)</th>
<th>Details</th>
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<tbody>
<tr>
<td>October – September (all year round)</td>
<td>Coffee G.35 @ 11.00 am</td>
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<td>October – September (all year round)</td>
<td>Fribes G.35 @ 4.45pm Fridays</td>
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<td>28 September – 13 December 2019</td>
<td>Autumn term</td>
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<tr>
<td>Departmental Seminars</td>
<td>Thursdays 12.45 – 1.45 pm (3 times a month)</td>
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<tr>
<td>PGE 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 PGE)</td>
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<tr>
<td>CGE Seminars</td>
<td>Fridays 4.00 – 5.00 pm</td>
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<tr>
<td>29 October 5.30 – 7.30 pm</td>
<td>John Archer and Janet Watson PG Prize Reception</td>
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<tr>
<td>31 October: 3.00 – 4.00 pm</td>
<td>BP career talk for PhD students</td>
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<tr>
<td>13 December 2019</td>
<td>Last day of autumn term</td>
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<tr>
<td>4 January – 20 March 2020</td>
<td>Spring term</td>
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<td>4 January 2020</td>
<td>Start of spring term</td>
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<tr>
<td>20 March 2020</td>
<td>Last day of spring Term</td>
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<tr>
<td>25 April – 26 June 2020</td>
<td>Summer term</td>
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<tr>
<td>25 April 2020</td>
<td>Start of summer term</td>
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<tr>
<td>May 2020 (tbc)</td>
<td>Postgraduate Graduation Day</td>
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<tr>
<td>June 2020 (tbc)</td>
<td>ESE PhD Conference Day</td>
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<tr>
<td>26 June 2020</td>
<td>End of summer term</td>
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<tr>
<td>July 2020 (tbc)</td>
<td>Summer Research Showcase</td>
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<td>September 2020 (tbc)</td>
<td>ESE Department Awayday</td>
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### College closure dates

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<tr>
<th>Date (tbc)</th>
<th>Details</th>
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<tr>
<td>23 December 2019 – 1 January 2020</td>
<td>Christmas/New year</td>
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<tr>
<td>9 April – 14 April 2020</td>
<td>Easter holiday</td>
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<tr>
<td>8 May 2020</td>
<td>Early May bank holiday</td>
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<tr>
<td>25 May 2020</td>
<td>Spring bank holiday</td>
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<tr>
<td>31 August 2020</td>
<td>Summer bank holiday</td>
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</table>
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 this section, we introduce your 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, GradSoc that represents your views and organises 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

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

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 Chapters 6 and 7.

Quick Links

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:
  - Peter Allison (Senior PG tutor): p.a.allison@imperial.ac.uk ext 46479
  - Saskia Goes (Director of PG studies): s.goes@imperial.ac.uk ext 46434
  - Stephen Neethling: s.neethling@imperial.ac.uk ext 49341
  - Sam Krevor: s.krevor@imperial.ac.uk ext 42701
  - Gareth Roberts: gareth.roberts@imperial.ac.uk ext 47363
  - Adriana Paluzsny: apaluszn@imperial.ac.uk ext 47435

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

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

To report a building defect:
- Report it online: http://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:
- http://www.imperial.ac.uk/earth-science/about/health-and-safety/

You want to make an expenses claim:
- Sripriya Niranjan: ext: 47334 s.niranjan@imperial.ac.uk

Out of hours crisis:
- College Security: Campus: 4444 (020 7589 1000)
  http://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 EESIS (https://esesis.ic.ac.uk), which can be accessed with your college login and password. For more information, see ESE Facilities
Supervision – mutual expectations

Below a brief summary of the principles on which PhD study and supervision are based and what you should expect. Further advice on student-supervisor roles is issued by the Graduate School of Engineering and Physical Sciences, and a document outlining the mutual expectations can be found on the college website.

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 work space for you;
- 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.
Supervisors and Mentors

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.

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 because you do not have one, please get in touch with Amanda Allotey from the Postgraduate team.

It is expected that all students meet their two Imperial-based supervisors or their main supervisor and Imperial mentor within their first three months, allowing 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.
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 (Prof Peter Allison)**

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, 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 members of the Postgraduate Research Studies Committee.

**Other academic members of the PGC**

<table>
<thead>
<tr>
<th>Dr. Gareth Roberts</th>
<th>Dr. Sam Krevor</th>
<th>Dr. Adriana Paluszny</th>
<th>Prof. Stephen Neethling</th>
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<td>020 7594 47363</td>
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<td><a href="mailto:s.krevor@imperial.ac.uk">s.krevor@imperial.ac.uk</a></td>
<td><a href="mailto:apaluszn@imperial.ac.uk">apaluszn@imperial.ac.uk</a></td>
<td><a href="mailto:snneethling@imperial.ac.uk">snneethling@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
Cohorts

When you start your PhD you will be allocated to a research section/year cohort, e.g. PGE2019. 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-building/
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: Jemimah-Sandra Samuel, Tim Wigan, Sian Evans, Victoria Milanez Fernandes, Harshit Agrawal, Catherine Booth and David Pedreros Bastidas.

GradSoc organise social and academic events throughout the year and collate feedback from PhD students. Event highlights include Fribes a weekly informal get together in the department at 4.45pm every Friday, a Christmas Pub Quiz, Departmental 3 Minute Thesis Competition, annual PhD conference, sports tournaments and winter/summer dinners for PhD students, Post Docs and Staff.

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 (esegradsociety@imperial.ac.uk).

Check out the website http://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, Royal School of Mines  
  020 7594 7333  
  j.hughes@imperial.ac.uk

- **Ying Ashton**  
  Postgraduate Education Administrator  
  *(Room bookings)*  
  G21, Royal School of Mines  
  020 7594 7337  
  y.ashton@imperial.ac.uk  
  ea-room-bookings@imperial.ac.uk

- **Katie Rycraft**  
  Resources & Research Administrator  
  *(Human Resources)*  
  G26, Royal School of Mines  
  020 7594 2889  
  k.rcraft@imperial.ac.uk

- **Sripriya Niranjan**  
  Finance Officer  
  *(Expenses)*  
  G26, Royal School of Mines  
  020 7594 7334  
  s.niranjan@imperial.ac.uk

- **Emma Watson**  
  Departmental Operations Manager  
  *(e.g., Bursaries, Contracts)*  
  G23, Royal School of Mines  
  020 7594 6405  
  e.watson@imperial.ac.uk
3. 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):** 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. Your main supervisor can attend the viva as an observer.

**21 MONTH THESIS OUTLINE & PLAN (LATE STAGE REVIEW):** 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.

**36 MONTH COMPLETING RESEARCH STATUS (CRS):** At 36 months of study 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 signed by the DPS. This form should be completed 32 months after your initial registration or 4 months before you plan to submit your thesis. Your thesis should be submitted electronically, via The Elvaston Group’s e-thesis website: www.ethesis.co.uk, no more than 42 months after registration. Two VIVA copies of the thesis should be ordered, and another should be brought to the oral examination. Further information is available at: http://www3.imperial.ac.uk/registry/researchdegrees.
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)

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 you are 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.

For students registered from or after 1st October 2016: The College requires all doctoral students to complete their minimum attendance requirement using one of the following options:

Option One:

- a minimum of 2 professional skills workshops plus the online plagiarism awareness course by the Early Stage Assessment (ESA)
- a further 2 Graduate School workshops or a Global Postgraduate Retreat or Global Fellows International Programme by the Late Stage Review (LSR)

Option Two:

- A Graduate School Global Postgraduate Retreat plus the online plagiarism awareness course by the ESA
- 1 further Graduate School workshop or an additional Global Postgraduate Retreat or a Global Fellows International Programme by the LSR

Option Three:

- A Global Fellows International Programme plus the online plagiarism awareness course by their ESA

For further details see: https://www.imperial.ac.uk/study/pg/graduate-school/students/

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.
Imperial College London PhD 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 fulfil the Imperial College London PhD Academic English Requirement via an initial academic English assessment and possibly a later progress check. This requirement is administered by the Centre for Academic English (CfAE).

To fulfil this requirement, students should take the first available initial assessment (English Assessment 1) after fully registering onto their PhD programme. This is because the aim of the requirement 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 English Assessment 2 (EA2), which is a progress check, around the time of the Early Stage Assessment (ESA).

To ensure that students can take the EA1 as soon as possible after registering, the CfAE offers at least 7 EA1 dates: 3 in the autumn, 3 in the spring, and 1 in the summer. Registration is online at [http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-english-assessments/](http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-english-assessments/).

**EA1** is a diagnostic assessment to determine whether the student would benefit from academic English support, particularly in their writing in the very early stages of the PhD.

**EA2** determines whether the progress made by the student since taking the EA1 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**

If you are exempt from the ICL PhD Academic English Requirement on the basis of one of the four exemption criteria below, you will receive an email from the CfAE confirming your formal exemption within approximately two weeks of fully registering onto your PhD programme. The exemption criteria are as follows:

- Valid* IELTS 8.0 overall (minimum) at the time of fully registering onto the PhD
- Valid* TOEFL 110 overall (minimum) at the time of fully registering onto the PhD
- Award of a Bachelor's degree studied in full within a majority English speaking country

*Please note that Imperial College London considers IELTS, TOEFL and Pearson Test of English scores to be valid for 2 years. Scores must be valid at the time of fully registering onto your PhD programme.

**Clarifications:**

If you are a national of a majority English speaking country, 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 PhD students, you will still need to fulfil the Imperial College London PhD Academic English 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 PhD programme.

Students who are exempt do not need to take English Assessment 1, but can still take advantage of the CfAE’s higher-level courses, workshops and consultations at any point during their studies.

Centre for Academic English provision

The CfAE offers a range of academic writing courses at all levels, Writing Mechanics workshops and one-to-one consultations to respond to language needs related to the PhD, and to enhance the ability to operate successfully in the wider academic context, particularly in relation to publications and conference participation. PhD students can also register for the PhD ‘Thesis Writing’ retreats which are run jointly with the Graduate School, and sign up for any of the ‘Effective Technical Speaking’ courses designed specifically for PhD students.

English courses for PhD students post English 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>EA2 to be taken after</td>
</tr>
<tr>
<td></td>
<td>Academic Writing 1</td>
<td>completion of all 3 courses</td>
</tr>
<tr>
<td></td>
<td>Academic Writing 2</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>Academic Writing 1</td>
<td>EA2 to be taken after</td>
</tr>
<tr>
<td></td>
<td>Academic Writing 2</td>
<td>completion of both courses</td>
</tr>
<tr>
<td>Level 3</td>
<td>Academic Writing 1&amp;2 (condensed)</td>
<td>No further assessment</td>
</tr>
<tr>
<td></td>
<td>Advanced Academic Writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing a Research Paper</td>
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N.B. Students who score ‘level 1’ on English Assessment 2 will be encouraged to take the ‘Post-EA2 Improving Academic Writing’ course.

- **Preparation for Academic Writing**: This course precedes Academic Writing 1 and 2, and reviews and consolidates the basic grammar and sentence structures needed for academic science communication.

- **Academic Writing 1**: This course focuses on some of the main features of formal scientific writing at PhD level, including academic style, vocabulary, and text organisation. Writing tasks include work on paragraph organisation, writing definitions and structuring introductions.

- **Academic Writing 2**: The course develops and improves the range and accuracy of the students’ writing by focusing on aspects such as setting out research aims and background, explaining and summarising, referring to the literature, describing methods or techniques and presenting data, as well as the key functions needed to write the ESA report.

- **Academic Writing 1&2 (condensed)**: This is a fast-track version of Academic Writing 1 and 2.
• **Advanced Academic Writing.** The course focuses on clear and unambiguous written communication of science. The aim is to further improve accuracy and write according to the style and language conventions of science research writing.

• **Writing a Research Paper:** Language and structural patterns are collected from the Abstract, Introduction, Method, Results, Discussion and Conclusion sections of relevant research papers to create effective writing models. Students usually take this course after completing the Advanced Academic Writing course.

• **Post-EA2 Improving Academic Writing:** This course focuses on consolidating the information in the previous writing courses and boosting the student’s progress. The goal is to give students the tools to identify and correct for themselves repeated errors and issues in their own work.

Full details are available on [http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-writing/](http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-writing/)
Milestones

9 Month Examination – Early Stage Assessment (ESA)

At 9 months (18 months for part-time students), you must submit a report and take an oral examination.

**WHAT IS THE PURPOSE OF THE ORAL EXAMINATION?** 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 DOES THE STUDENT PRODUCE FOR THE 9 MONTH EXAM (ESA)?** A 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 9 MONTH EXAM (ESA) IS SUBMITTED TO 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 assessor(s) as part of the examination.

**HOW LONG IS THE REPORT & 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. 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) within two weeks of the examination taking place.

**WHAT HAPPENS IF A STUDENT PASSES THE 9 MONTH EXAM (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 9 MONTH EXAM (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 9 MONTH EXAM (ESA) DOES NOT TAKE PLACE IN TIME?** If the student does not take and pass the exam within twelve months of initial registration, he or she will be asked to withdraw from College.
21 Month Examination – Late Stage Review (LSR)

At 21 months (36 months for part-time students), you 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 21 MONTH EXAM (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 research.

WHEN DOES THE 21 MONTH EXAM OCCUR? The exam takes place at 21 months (36 months for part-time students) after the date of initial registration.

WHAT DOES THE STUDENT PRODUCE FOR THE 21 MONTH EXAM (LSR)? The student must prepare a brief report that includes 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 21 MONTH EXAM (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 21 MONTH EXAM (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) 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 – Completing Research Status (CRS)

To be completed by your supervisor after 36 months. This form will be sent by the Postgraduate Research Administrator. Once completed please return to Amanda Allotey, (a.allotey@imperial.ac.uk) http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/

Examination Entry

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

Student and supervisor(s) complete the exam entry form available on ESESIS and electronically submits this to Samantha Symmonds (sam.symmonds@imperial.ac.uk).

Thesis Submission

Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format. When you submit your thesis, you should make sure that you also email a copy of the Thesis Declaration Form directly to the Registry. Your thesis must be submitted electronically via the eThesis website www.ethesis.co.uk.

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

SUBMISSION PHD REGISTRATION FORM (PRF)

Form PRF-ESE should be filled out by you and your supervisor(s) 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 EESIS

9 MONTH EXAMINATION – EARLY STAGE ASSESSMENT (ESA)

To be completed by your assessor after your 9 month exam. This form should be downloaded from EESIS, completed by the assessor and supervisor, and returned by e-mail to 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. This form should be downloaded from EESIS, filled out, and then returned by e-mail to Amanda Allotey, (a.allotey@imperial.ac.uk)

36 MONTH COMPLETING RESEARCH STATUS (CRS)

To be completed by your supervisor after 36 months. This form will be sent by the Postgraduate Research Administrator. Once completed please return to Amanda Allotey, (a.allotey@imperial.ac.uk) 

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

EXAMINATION ENTRY FORM AND NOMINATION OF EXAMINERS

These forms can be downloaded from EESIS, filled out by the student and supervisor, and then sent by e-mail to the Samantha Symmonds, (sam.symmonds@imperial.ac.uk). The exam entry form should normally be submitted 32 months after initial registration, and no later than four months before you plan to submit your thesis. As part of your exam entry you must also, at the same time, complete and submit your Thesis Declaration Form.

TURNITIN PLAGIARISM CHECK

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 for potential plagiarism at both the Early Stage Assessment (ESA) and for the final Thesis submission. If students start earlier than the official registration date for 19/20, but they are part of your 19/20 cohort, then they are also subject to this new requirement. The use of Turnitin for PhD Milestones does not apply to doctoral students who started previously.
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.
4. 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 available at http://www.imperial.ac.uk/student-records-and-data/for-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></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>
<tr>
<td></td>
<td>17 weeks</td>
</tr>
<tr>
<td>Consultation with supervisor or other</td>
<td>1 week</td>
</tr>
<tr>
<td>Revision of draft</td>
<td>2 weeks</td>
</tr>
<tr>
<td></td>
<td>3 weeks</td>
</tr>
<tr>
<td>Final typing, art work on figures</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Proofreading, etc.</td>
<td></td>
</tr>
<tr>
<td>Binding</td>
<td>1 week</td>
</tr>
<tr>
<td></td>
<td>4 weeks</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24 weeks</td>
</tr>
</tbody>
</table>

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

E-theses: requesting an embargo

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

For information on open access to research degree theses, and on how to apply for an embargo:

http://www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/

http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/

Please contact the Research Degrees Team if you have any queries regarding the e-theses policy or 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.

“Passing Your Viva” video

This film has been created by the Graduate School and Dandylion Films to support research students with viva presentation.

Beginning the Viva Process – the Basics

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

Preparing for the viva & link to online “Passing Your Viva” -

Beginning the Viva Process: Preparing for your Viva
The Viva: Welcome and Discussion
The Viva: Recommendations
The Viva: Completion
Plagiarism

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

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

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

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

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

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

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

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

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

Imperial uses TurnitinUK, which is an online plagiarism detection service that enables plagiarism comparison.

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

Plagiarism Awareness Online Course

The Graduate School, in conjunction with the Library, has developed an online course designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is.

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.
Submission and viva procedure flowchart

For further information please see:  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 form available on ESESIS and electronically submits this to Samantha Symmonds

Student submits thesis electronically @ www.ethesis.co.uk.

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

Starting at 36 months

at 36-42 months

at 39-48 months

viva normally within 1-3 months of thesis submission

Student notified Postgraduate Research Administrator of predicted finish date

Pass without corrections

Pass with minor corrections (3 months)

Referral.

Major revisions required & possible re-viva

Option for MPhil

Student performs corrections. Nominated examiner checks corrections.

Major revisions performed. Thesis resubmitted @ ethesis. Examiners re-examine thesis. Possible re-viva.

Student final thesis must be submitted online by uploading to Spiral. Examiners submit all final paperwork. Degree is awarded

Complete ESE first destination form
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 that PhD students do, 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.

Please join us for the 2019 PG Prize reception on the evening of 29 October. It is an excellent opportunity to network with industry, meet staff, and recognise your peers. To attend, please RSVP by 10 October: https://johnarcherpostgradprizes2019.eventbrite.co.uk.

Further information is available on www.imperial.ac.uk/ese
I would like to welcome you to the Graduate School’s programme of professional development for research students.

Our team of tutors have a wide variety of research and other career experiences. We understand the importance of developing professional skills whilst undertaking postgraduate research studies. Not only does our programme help you to progress in your academic studies, it can also be part of your preparation for your future career. We provide the opportunity for you to practice and develop your presentation skills, academic writing skills, and a wide range of other key skills. By attending our courses, you will also have the opportunity to meet students from a variety of subject disciplines from across the College, hence building your professional network.

We offer a range of interactive courses including face-to-face workshops, interactive webinars, and online self-paced courses. We also offer a choice of residential opportunities. We have 3 residential retreats including the Thesis Writing Retreat, the Team and Communications Retreat, and our Research Impact and Influence Retreat. We also have our Global Fellows Programme which provides you with an exceptional opportunity to spend an international week with researchers from across the world. I encourage you to explore and engage with the diverse range of opportunities on offer from the Graduate School and I wish you well in your studies.
Graduate School Mission and Aims

Mission

The Graduate School plays a key role in supporting the postgraduate student experience as well as in education policy and strategy development. The Graduate School enriches the postgraduate student experience via a tailored programme of professional skills training, cohort building and coaching which enhances the professional impact of Imperial students and helps to ensure that their personal ambitions are realised. In partnership with other stakeholders, the Graduate School provides opportunities for students to meet each other at social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups.

Strategic Aims

The Graduate School will support and enhance the postgraduate student experience by:

- Providing and developing innovative professional skills courses for Master’s and Research students
- Developing online support for postgraduate students, including skills courses and guidance
- Providing a comprehensive programme of training for students engaged in teaching
- Listening to the views of postgraduate students and providing fora to represent their voice throughout College
- Engaging with industry, professional bodies and other external stakeholders to ensure external relevance, visibility and guidance to the provision
- Enhancing opportunities for students to communicate their research in innovative ways to a variety of audiences, and to engage with the public in outreach activities
- Encouraging cross-disciplinary interaction and collaboration by hosting social and academic networking activities
- Helping researchers to develop their global perspectives and potential collaborations via the provision of international Global Fellows Programme
- Facilitating the development of student peer support groups or cohorts, including tailored events and activities
- Promoting the mental health and wellbeing of postgraduate students and providing a coaching programme to support research students
- Providing clear and succinct information about College policies, procedures and progression through programmes of study
- Ensuring that research supervisors are provided with effective and engaging development opportunities
Professional Skills Training

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

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

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

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

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

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

Professional Development Programme

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

The short programme is divided into "innovation" areas as follows:

- Writing for Success
- Perfecting Presentations
- Ensuring Integrity
- Information Landscape
- Maximising Management Skills
- Understanding Yourself and Others
- Successful Interactions
- Entrepreneurship
- Teaching

The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.
Why does the Graduate School offer 'professional skills' courses?

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

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

The Joint Skills Statement has now been replaced by the more elaborate Researcher Development Framework (RDF)

Graduate Teaching Assistants (GTAs)

If you are keen to enthuse the next generation of scientists and pass on your knowledge, and/or 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 one compulsory half day workshops on 3rd October and 22nd October 2019. 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 registered in their department until (at least) April 2019. You will need the permission of your supervisor and assurance from the department that you will have some opportunity to teach in the 2018-19 academic year.

Resources

You will be able to access advice, videos a workbook, and a wide range of teaching and 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 through the year. Your departmental contact is Dr Mark Sutton (m.sutton@imperial.ac.uk).

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

Getting involved in outreach activities

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

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

Outreach Postgraduate Ambassadors (OPA)

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


Opportunities with the Department of Earth Science and Engineering

Within the department, graduate students regularly get involved in open days, activities for or at schools, and the Imperial Festival. Contact Victoria Murphy v.murphy@imperial.ac.uk for further information about what is going on.
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: http://www.imperial.ac.uk/careers/exploring-your-options/career/

You can arrange to meet with a Careers Consultant or Placement and Internship Adviser on Level 5 Sherfield where the Careers Service is based. To book a careers appointment http://www.imperial.ac.uk/careers/services/book-an-appointment/

Departmental Career Presentations

The department has many contacts with industry and academic institutions all 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. For example, join us to hear from BP on 31 October 2019, 3-4pm in the boardroom on level 2, RSM for a presentation targeted at PhD students. Check the ground floor MSc noticeboard for other career talks or contact Victoria Murphy v.murphy@imperial.ac.uk if there is an organisation you would like to hear from.
Welcome from the Graduate Student Union

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

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

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

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

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

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

Mohit Devgan

GSU President 2019-20
gsu.president@imperial.ac.uk
www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union
Student Support

The student support webpages (Student Space) are the central point for information from the college on health and wellbeing.

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

Director of Student Support

The Director of Student Support has overall responsibility for all matters relating to student support and wellbeing.

http://www.imperial.ac.uk/people/d.wright

College Tutors and Departmental Support

College Tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students.

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

Postgraduate Tutors

Postgraduate Tutors offer pastoral support and offer advice and if necessary they will 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: Prof Peter Allison (Senior Postgraduate Tutor), Dr Saskia Goes (Director of Postgraduate Studies for Research), Dr Gareth Roberts, Prof Stephen Neethling, Dr Sam Krevor and Dr Adriana Paluszny Rodriguez.

New Students

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

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

Imperial College Union (ICU) Advice Centre

The ICU Advice Centre offers advice and support on a wide range of issues. Imperial College Union runs the Centre independently of the College. The Student Advisor provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

https://www.imperialcollegeunion.org/welfare-and-advice
Health

Student Counselling and Mental Health Advice Service

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

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

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

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

For more information, please visit the website:
https://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z/graduate-students-union

NHS Health Centre and Finding a Doctor

The Imperial College Health Centre provides 24 hour care for its NHS registered patients in conjunction with the local after hours GP service. Students are able to register on the NHS if within the practice area. For further information see details on:
http://www.imperialcollegehealthcentre.co.uk/

More information on finding a local doctor is available at:
http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor/

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

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

Disability Advisory Service

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person’s disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

Some of the sorts of things the Disability Advisors can help with are:

- checking that your evidence of disability is appropriate and up-to-date
- arranging a diagnostic assessment for specific learning difficulties
- making recommendations for additional exam arrangements, for example extra time or rest breaks
- arranging extra Library support and access to the Assistive Technology Suite
- supporting applications, where appropriate, for continuing accommodation after your first year.

Your advisor will draw up a “Suggested Reasonable Adjustment” document for you to share with your department which outlines all your support needs and we will fund any additional support agreed by your DAS Advisor. This could include funding for:

- note taking, specialist study skills or mentoring support.
- disability related equipment (NOT computers)
- other additional support, for example taxi fares for those who need help with transport.

A disability is any long-term condition that has a substantial impact on your ability to study effectively for example:

- a specific learning difficulty, e.g. dyslexia, dyspraxia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder etc.
- a visual, hearing, or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger’s syndrome
- a mobility or dexterity impairment.

You can book an appointment by dropping in to the office, phoning or sending an email

The Disability Advisory Service, Room 566, Level 5, Sherfield Building
020 7594 9755
disabilities@imperial.ac.uk
More information is available at: www.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 Disability Officer for our Department is:

Elizabeth Day (UG)
020 7594 6529
e.day@imperial.ac.uk

Peter Fitch (PG)
020 7594 6529
p.fitch@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

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


Religious and Faith Support

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

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

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.

http://www.imperial.ac.uk/human-resources/procedures/people/harassment-bullying-and-victimisation/
7. Other Student Services

Accommodation

For information on halls and private accommodation see: [http://www.imperial.ac.uk/study/campus-life/accommodation/](http://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.

[www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

The Graduate School

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

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

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

Information and Communications Technologies (ICT)

ICT provides all the central IT systems across Imperial and provides IT support for students.

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

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

International Student Support

Imperial is an international community with students of more than 100 nationalities. Specialist support is offered to assist overseas students to adapt to life in the UK.

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

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

Library Services

The Central Library is located next to the Queen’s Lawn and has five floors. 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: www.imperial.ac.uk/library/

The library also provides support for researchers on copyright, open access, research data management and more: http://www.imperial.ac.uk/admin-services/library/research-support/

Subject-specific resources, links and contact information for your librarian can be found on the Earth Science and Engineering subject page: www.imperial.ac.uk/library/subject-support/earth-science-and-engineering/

Registry

Registry: http://www.imperial.ac.uk/admin-services/registry/

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

Student Records and Data

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

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

Student Records and Data produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.
Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

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

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

**Student Financial Support**

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

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

**Postgraduate Scholarships and Research Council Studentships**

scholarships@imperial.ac.uk or +44 (0)20 759 48047/48130

**US Federal Loans, Hardship funding and Emergency loans**

student.funding@imperial.ac.uk or +44 (0)20 759 48122

**Student Hub**

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

The Student Hub team can help you with enquiries on:
- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

http://www.imperial.ac.uk/student-hub/

**Sport Imperial**

Since the establishment of the Sport Imperial brand in 2005, Sport Imperial has maximised investment in state-of-the-art facilities, scholarships and the promotion of sporting excellence and participation, including the ‘Get Active’ campaign to increase sport participation throughout the Imperial community. For more information see: http://www.imperial.ac.uk/sport/
8. 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.

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 an 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 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 are required to participate in study leave in the UK or abroad (not including fieldwork) in the first instance you must download and complete the ESE Placement form which can be found on ESESIS.

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”.

*Please note: that if you are a tier-4 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:

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

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

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc. Students can apply for Interruption of Studies please see the link below:

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

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

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

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

On your return from Interruption of Studies you must re-register and to do so you must attend in person the college registry. The registry will also require 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 any bursary payments cannot be organised until you have re-registered.

Employment during Studies

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

Please refer to the policy on employment during studies:


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**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 accordingly, with your early stage assessment expected to be completed by 18 months of part-time registration 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 in construction of equipment, access to outside facilities etc., but you should aim to submit in three to three-and-a-half years if only because financial support is often not obtainable for longer. 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.

**UKVI requirements for overseas students**

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

[http://www.imperial.ac.uk/study/international-students/visas-and-immigration/tier-4-general-student-visa-responsibilities/](http://www.imperial.ac.uk/study/international-students/visas-and-immigration/tier-4-general-student-visa-responsibilities/)
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.

Stage 1 – Try to find a local 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 (Peter Allison) or one of the other members of the ESE Postgraduate Committee (Saskia Goes, Sam Krevor, Stephen Neethling, Gareth Roberts, 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)

Stage 2 – Submit a formal complaint to college using the available form, and with supporting evidence

If no other steps have helped, and you believe that you have grounds for formal complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, the college has laid out clear and consistent procedures through which complaints and postgraduate research student appeals can be investigated and considered:

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

Stage 3 – If you are unhappy with the outcome of Stage 2, you can request a final review. See the documentation under stage 2 for further information.
9. Facilities in ESE

Building Issues – Reporting Defects – See it, Report it!

How do I report a defect?

1. Report it online: http://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, 07:00 to midnight.
Earth Science & Engineering laboratory access hours: Monday to Sunday, 07:00 to 19:00.

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 (http://www.imperial.ac.uk/safety/safety-by-topic/lone-working/). 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:
http://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: http://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: http://www3.imperial.ac.uk/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. The system has been up and running for several years for use by the undergraduate students; in October 2009 it was extended to postgraduate research students.

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. In short, it should become a one-stop shop for all administration tasks.

How can I sign-up for ESESIS?

You can sign-up for the PostGrad ESESIS system through any internet connection.

URL:  https://esesis.ic.ac.uk/v3/full/signup.ese

How do I access ESESIS?

You can access the PostGrad ESESIS system is through any internet connection.

URL:  https://esesis.ic.ac.uk/v3/full/?__device=desktop

Quick Guide to ESESIS:

1) Login using your standard IC username and password. If you do not know these please visit http://www3.imperial.ac.uk/ict for more information.

   ![Login to ESESIS](image)

2) 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: that all forms necessary to complete your “milestones” can be downloaded from EESIS.

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

Three are three photocopiers located in 2.43 (including a colour copier). Photocopy cards can be bought in room 2.43 (swipe cards credits cannot be used for this service). Copier cards are rechargeable, but a £2.00 deposit is required for each card purchased.

The department has a Reprographics Technician located in 2.43 who can provide a range of services, comb-binding facilities, a laminating machine, staplers and guillotines.

Your ID card will contain printer credit when you receive it. This can be topped up by using the machines located in the library.

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).

http://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)

http://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/waste-disposal-forms/
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 meetings 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 commandeering these desk spaces as storage for your books and other materials. If you have a strong reason to change desks, please contact the 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). 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 http://www.imperial.ac.uk/studenteservice and make any adjustments to your details if they do change.

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.

Expense Policy
A summary for students

- This is not an extensive summary and only addresses the most frequently asked questions regarding the College Expenses Policy.
- The policy applies to all spend on Imperial College business. An expense claim should be used to reimburse incidental expenses. Items such as travel, equipment and software should be purchased through the College.
- Negligence in the submission of claims may be regarded as a disciplinary offence.
- 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 justifiable and reasonable according to the information in the Policy, which will make it a genuine expense.

What can I claim for?

You can only claim for incremental costs (i.e. additional costs) which you need to incur in order to further the College’s mission, over and above your ordinary living costs. You cannot claim any cost which you would have incurred anyhow in leading your private life.

✔ Travel
✔ Overnight costs and allowances
✔ Subsistence
✔ Tips and gratuities when included on a bill
✔ Business phone calls

What I cannot claim for:

✘ Equipment
✘ Broadband/Internet provision
✘ Mobile phone contracts or hardware
✘ Insurance
✘ Gifts
✘ Wages, salaries or fees
✘ Personal expenditure
Non-reimbursable expenses

• Souvenirs from travel
• Pet care
• Barbers/Hairdressers
• Personal toiletries
• Personal clothing and accessories
• Luggage Items (including suitcases and briefcases)
• Recreational entertainment (for example sightseeing fares, theatre tickets, and entry fees)

Basic rules and rates

The most important thing to remember when incurring an expense is to **KEEP THE RECEIPT**. The College requires all original receipts (itemised) in order to reimburse any expenses. Scan copies or photocopies of receipts will **not** be accepted; if the receipt is lost or missing we may not be able to reimburse the full or any partial cost. All reimbursements require the approval of the account holder prior to incurring the expense. Please obtain this prior to incurring an expense and submitting an expense claim. If a claim is made for a group the most senior person present should pay the expenditure and submit the claim.

For further guidance please see the Imperial College expenses policy: https://www.imperial.ac.uk/staff-travel-and-expenses/claims-and-post-trip-activities/expenses/expenses-policy/

Useful links

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

Please contact Sripriya Niranjan (s.niranjan@imperial.ac.uk) if you require any further assistance with an expense claim.

The Department’s Research and Finance Team is able to book Flights, Car Hire, Accommodation, Trains and Conferences on your behalf. Please contact Jacqueline Hughes (j.hughes@imperial.ac.uk) if you require assistance.
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 Safety Officers Simon Davis: simon.davis@imperial.ac.uk
Fieldwork Safety Officer John-Paul Latham: j.p.latham@imperial.ac.uk
Fire Safety Coordinator Emma Watson: e.watson@imperial.ac.uk

The departmental safety induction is held on the first day of term. Details can be found in the “Start of Session Arrangements” or you will be sent a video clip of the health & safety lecture.

For further information regarding departmental health & safety please see web address below:
http://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 to ensure that health issues are effectively managed. The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

[http://www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

**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: [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

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.

**Smoke-Free Policy**

All Imperial campuses and properties are smoke-free. This means that smoking by staff and students is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds:

## 11. Academic Regulations

### Academic and Examination Regulations

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

### Regulations for Students

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

### 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 Student Records and Data website:


### 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:


### Code of Student Discipline

The Code of Student Discipline provides for the hearing of complaints concerning breaches of discipline by students, and for rights of appeal where appropriate, and sets down the penalties that may be imposed, including termination of membership of the College.

[http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

### Copyright

Copyright guidance is available from the Library:

[http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)
Ethics

Procedures for ethics approval, Home Office licences, etc.

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

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

Good Research Conduct

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


Investigation of Allegations of Scientific Misconduct

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


Research Misconduct

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues and collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, if investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

Students should be aware of the
http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/policies-regulations-and-codes-of-practice/proper-scientific-conduct/, and the
http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/staff/
**Intellectual Property Policy**

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

i. they generate IP which is subject to a governing term or an agreement with an external organisation whereby the IP vests with College or a third party; or

ii. they generate IP which builds upon existing IP generated by College Employees or Associates; or

iii. they generate IP jointly with College Employees or Associates; or

iv. they are, or have the status of, College Employee (in which case they are treated by College and the law as employees).

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

For further guidance, contact the Research Office.

[http://www.imperial.ac.uk/research-and-innovation/research-office/](http://www.imperial.ac.uk/research-and-innovation/research-office/)

**General Data Protection Regulation (GDPR)**

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

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

[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf)
12. Student Feedback and Representation

Feedback from students

Your feedback is important to the department, the College and Imperial College Union. We are committed to continually improving your education and wider experience and a key part of this is your feedback. You can give us your feedback through your departmental (GradSoc) or College (Graduate Student Union) representatives, or directly to your supervision team, or anyone on the Postgraduate team. In addition, several student surveys are run regularly. Please take a moment to participate when these happen. All feedback is thoroughly discussed by your student representatives and staff.

Response to feedback

As a result of direct feedback from PhD students, feedback through your representatives and the 2015 and 2017 PRES Surveys, the department of Earth Science & Engineering have over the past few years introduced a number of new initiatives. Changes made include:

- Actively supporting and enhancing the activities of GradSoc (staff & student committee),
- Support for a yearly Graduate Student Conference organised by and for PhD students to promote sharing work and experiences across the department and practise presenting in a familiar environment,
- Remodelling of the kitchens and break-out areas to provide space to meet without disturbing others working in the open plan areas
- An expanded Postgraduate Committee and new Departmental Mental Health Team to provide more accessible support,
- Welcome/welcome back talks (with slides emailed and posted) for all years to remind all students of the available support and opportunities offered by the department and college and provide guidance on milestones and PhD work expectations
- Updated welcome letters to clarify funding
- Updated and reorganised handbook based on comments received (including better information on support available, career services and feedback and representation).

The Imperial Student Union’s “You Said, We Did” Campaign at shows you some of the changes that the College made as a result of survey feedback.
https://www.imperialcollegeunion.org/you-said-we-did

GradSoc – ESE representation

GradSoc represent the PhD student 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 (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:
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.

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.

Student Surveys

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

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

The **Student Experience Survey (SES)** is an opportunity to leave your views your induction, welfare, pastoral and support services experience.

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

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

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

All these surveys are anonymous and the more students that take part the more representative the results so please take a few minutes to give your views.

If you would like to know more about any of these surveys or see the results from previous surveys, please visit: [http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/)

For further information on surveys please contact the Registry's Surveys Team on surveys.registriesupport@imperial.ac.uk
13. 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 an online account, alumni email service, networking events, access to the Library and online resources, Careers support, and our Alumni Visitor Centre. Explore your new community and find out what other alumni have done search for a local group and join the conversations in the Imperial alumni LinkedIn group and 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.

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

https://www.linkedin.com/groups/12293015/

https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/email/alumni-forwarding/