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1. College Introduction

Welcome to the College

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

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

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

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 380 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2018-19) across our campuses.

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

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

Imperial will provide through its staff:
• A world class education embedded in a research environment
• Advice, guidance and support
• The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:
• Clear programme information and assessment criteria
• Clear and fair academic regulations, policies and procedures
• Details of full programme costs and financial support
• An appropriate and inclusive framework for study, learning and research

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

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

www.imperial.ac.uk/students/our-principles
Doctoral Proposition

Imperial College London will:

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

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

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

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

Mutual Expectations for the Research Degree Student Supervisor Partnership

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

[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf](www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf)
Welcome from the Graduate School

Professor Sue Gibson, Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional development workshops and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional development courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of development training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

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

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

Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers. We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses. I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.

Janet De Wilde
The Graduate School

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

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

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

‘Masterclass’ professional skills courses

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

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

All courses can be booked online.

Contact us

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

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the representative body defending your interests as a postgraduate student in major decisions taken by the College. Beyond that, we work towards building a thriving postgraduate community that spans faculties and where students effectively communicate in an interdisciplinary way. Our committee is comprised of motivated postgraduate students like yourself, who have been appointed in university-wide elections and volunteer to make your experience at Imperial as fulfilling and enjoyable as possible.

So, what are we up to for this coming year 2018/19? We are going to focus on three major areas of action:

- Continue improving post-graduate well-being by increasing the quality of supervision and by creating strategies to tackle common mental health challenges in higher education.
- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you.
- Organise exciting events around the topics of well-being, interdisciplinary research, and entrepreneurship.

As the GSU president, I would like to emphasise that Imperial College London is relying on its postgraduate students to maintain its position as a front-runner in world-class research and teaching. For us, the GSU, to be successful we need to receive as much of your input as possible. We want to work with you, for you!

Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that awaits you. If ever you have questions or ideas to share with us, please do not hesitate to get in touch with us and we are looking forward to seeing you at our events!

Ute Thiermann, GSU President 2018/19

gsu.president@imperial.ac.uk
**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](http://www.imperial.ac.uk/imperialmobile)

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**Imperial Success Guide**

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

- [www.imperial.ac.uk/success-guide](http://www.imperial.ac.uk/success-guide)
Key Dates 2018-19

Term dates
Autumn term: 29 September - 14 December 2018
Spring term: 5 January - 22 March 2019
Summer term: 27 April - 28 June 2019

Closure dates
Christmas/New year: 24 December 2018 – 1 January 2019
(Ecollege reopens on 2 January 2019)
Easter holiday: 18 April - 23 April 2019
(ECollege reopens on 24 April 2019)
Early May Bank Holiday: 6 May 2019
Spring bank holiday: 27 May 2019
Summer bank holiday: 26 August 2019

Key events
Postgraduate Awards Ceremonies: May 2019
https://www.imperial.ac.uk/graduation/

Imperial Festival and Alumni Festival: May 2019
https://www.imperial.ac.uk/alumni/events/alumni-weekend/
https://www.imperial.ac.uk/festival/about/

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

Your main location of study will be:
South Kensington Campus
Imperial College London
Exhibition Road
London - SW7 2AZ
Facilities

1. The Department’s postgraduate office is 607, Level 6, EEE Building and open Monday to Friday, 9am to 5pm.
2. A desk and computer will have been organised for your arrival, by your research group administrator.
3. You will also be shown the Labs and Stores (department printing facilities, stationary and equipment ordering).

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

www.disabledgo.com/organisations/imperial-college-london-2

Smoke-Free Policy

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

www.imperial.ac.uk/smoke-free
2. Introduction to the Department

Welcome from Head of Department and Director of Postgraduate Studies

Dear New Research Student

Welcome and congratulations on obtaining a place in the Department of Electrical and Electronic Engineering at Imperial College. I join all my colleagues in wishing you every success in your research over the coming few years.

The information in this Handbook is intended to give you an idea of what to expect during your studies here: the formal structure and timetable of the PhD research programme that you will be expected to follow; information on the resources available to help you to achieve your objectives; and a description of our responsibilities to you as the provider of resources and academic supervision. There is also a section on the welfare and pastoral services that you can turn to for support when required.

There will be an opportunity to discuss this in more detail with your supervisor this week and also at an individual interview to be arranged for you later in the term with the Postgraduate Tutor. In the meantime, may I welcome you to what I hope you will find is a supportive and thriving research community.

Yours sincerely

Professor Eric Yeatman

Head of Department

Dear New Research Student,

I would like to add my own words of welcome to those of the Head of Department and congratulate you on securing a place on our PhD programme. You are joining one of the world’s leading EEE Departments and I hope your time with us will be both enjoyable and productive.

My job as Director of Postgraduate Studies is to oversee the smooth running of both the PhD and MSc programmes in the Department. Fortunately, I am supported in this by an excellent team which for PhD includes the Postgraduate Manager, the Research Group Administrators and the Postgraduate Tutors. All of these people are here to help you navigate your way through the next 3-4 years, complementing the academic guidance you will receive from your supervisor(s).

In the short term you will receive a lot of information, and at times you may find yourself bewildered. Please don’t hesitate to approach any of the above people, including me, if you need help or advice while settling in.

Best wishes,

Dr Christos Bouganis

Director of Postgraduate Studies
**Academic and Administrative staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Role</th>
<th>Contact</th>
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<tr>
<td></td>
<td></td>
<td>Christos has overall administrative responsibility for the Department's postgraduate affairs including monitoring the progress of every postgraduate student towards their progression milestones and thesis submission. He is responsible for ensuring that all College regulations are applied appropriately in the Department.</td>
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<tr>
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<td>Imad offers pastoral support and advice. You can discuss with Imad any difficulties with your studies or if you have personal circumstances which are hindering your progress. You can arrange to have a meeting with him at any time during your studies – what you discuss will be completely confidential. If necessary, he will direct you to an appropriate source of support.</td>
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<tr>
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<tr>
<td></td>
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<td>Anderson is responsible for the management of postgraduate data, finance, policy, and processes. He also provides guidance for students and non-academic pastoral support.</td>
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<td>Duncan is responsible for a few areas of student services in department, both UG and PG levels. In relation to PGR students, Duncan will be your point of contact for matters such as Graduate Teaching Assistant work and PhD milestones.</td>
<td></td>
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<tr>
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<td>Emma is your first point of contact for any matter regarding disability, mental health, additional exam arrangements.</td>
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<td>MSc Course Administrator (Communications and Signal Processing)</td>
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<td>Interim cover by Susan Brace - Room 713 - <a href="mailto:s.brace@imperial.ac.uk">s.brace@imperial.ac.uk</a></td>
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</tbody>
</table>
**Student representatives**

Student reps main role is to voice students’ needs and concerns to the administration and help organise events for Postgraduate students. Please feel free to approach them with any concerns or suggestions you might have for the department.

<table>
<thead>
<tr>
<th>Department overall Postgraduate Rep (MSc + PhD) and PhD Rep for Control and Power</th>
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<tbody>
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<td>Jochen Cremer</td>
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<tr>
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<tr>
<td>PhD Rep for Circuits and Systems Research Group</td>
</tr>
<tr>
<td>Matthew Douthwaite</td>
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<td>PhD Rep for Optical and Semiconductor Devices</td>
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<td>PhD Reps for Communications and Signal Processing</td>
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<tr>
<td>PhD Rep for CDT HiPEDS</td>
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<tr>
<td>Diederik Vink</td>
</tr>
<tr>
<td><a href="mailto:diederik.vink14@imperial.ac.uk">diederik.vink14@imperial.ac.uk</a></td>
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</table>
**Departmental Information**

Please visit the departmental webpage, info on departmental facilities, department events/seminars, action taken in response to student feedback, etc.

- Main page: [http://www.imperial.ac.uk/electrical-engineering](http://www.imperial.ac.uk/electrical-engineering)
- Student A-Z page: [http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/)

**Postgraduate Staff/Student Committee**: [http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/)

This is an opportunity to make your feelings and views heard, through your student representative. The Committee consists of student representatives from each research group and each MSc course, the Director of Postgraduate Studies and the Postgraduate Tutor and it meets once a Term. Issues that have been discussed at previous meetings include postgraduate training, introduction of new college regulations, provision of a postgraduate common room and social opportunities.

It is very important that the administration of the Department understands the views of its postgraduate community so please try to take an active part in this process.

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**3. Departmental Procedures**

**Departmental Induction**

Please visit the [New Student](http://www.imperial.ac.uk/electrical-engineering/study/new-students/) page for information about the departmental induction process and timetable:

- [http://www.imperial.ac.uk/electrical-engineering/study/new-students/](http://www.imperial.ac.uk/electrical-engineering/study/new-students/)

**Department Resources (e.g.: funding for conferences)**

**Publications and Conferences**

During your research work you will probably be asked to contribute to the research group’s research publications. These are the written record of your research and the work of the Research Group as a whole. Publications are also how you and the research output of the Department is judged on the world stage. Sometimes this is by presenting your research paper at a Conference (often in a sunny and/or exotic location) in front of an international audience or alternatively, your paper may be submitted for publication to a specialist journal. Your supervisor will normally be able to fund your attendance at important conferences - particularly those at which you will be presenting a paper. Your paper may be co-authored by your supervisor and other research colleagues, but it is a requirement that all co-authors should have made a significant intellectual or practical contribution to the published work.

**PhD Student Travel**

The Department is very keen to encourage you in your research and particularly to disseminate your results widely. Attending a conference is an ideal way in which to gain a broad understanding of research activity in your area and to both learn from and contribute to the body of scientific knowledge.

Accordingly, the Department offers a travel allowance of £700 for you to attend a suitable conference, preferably during the first year of your PhD programme. You should discuss with your supervisor which conference would be appropriate for you to attend and at which you may be able to present some of your own work. Payment of the allowance will be by reimbursement of expenses (expense claim form).
which must be fully supported by receipts up to the stated amount and submitted to the Postgraduate Manager for approval.

Before going on an internship, placement or to a conference or meeting outside the College, please ensure you have sought agreement from your supervisor and informed your Senior Research Group Administrator (SRGA) of your travel plans. Your SRGA will be able to advise you of any action you may need to take regarding emergency contact information, health advice and clearance, travel insurance registration (with the College), security issues and any need for a risk assessment.

Further information can be found at http://www3.imperial.ac.uk/safety/subjects/offsiteworking1

**Graduate Teaching Assistants (GTAs)**

As a valued member of the Department, and in addition to your research activities, you are encouraged to broaden your experience and develop further skills by acting as a Graduate Teaching Assistant (GTA).

There are various roles offered within the department such as demonstrating, mathematics tutoring, assistant teaching and marking. Initially, you will be required to participate in a training programme which will lead to the award of a Faculty of Engineering endorsed certificate.

GTAs can claim payment for undertaking teaching support duties.

Information on working as a GTA in the Department is available here:
https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/working-as-a-graduate-teaching-assistant/

**Computers and photocopying**

As a registered student, you will have access to all necessary experimental apparatus, computer facilities and photocopying facilities located within the research group.

Constraints or health and safety regulations concerning their use will be explained to you by your SRGA. You will mostly use the computers provided by your Research Group but there are additional departmental computing facilities in an open access lab in Room 305. There are also 2 photocopiers on Level 1. Access is gained via your College ID card, which will need to be in credit before use.

ICT print service: http://www.imperial.ac.uk/ict/printservice

**Research Ethical Approvals**

Ethical approval is needed for any research that involves human participants; their tissue and/or data to ensure that the dignity, rights, safety and well-being of all participants are the primary consideration of the research project.

https://www.imperial.ac.uk/research-ethics-committee/what-is-ethics/-do-i-need-to-apply-for-ethical-approval-for-my-research-proposal/
**Attendance and Absence**

You must inform your Senior Postgraduate Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Senior Postgraduate Tutor on the day and provide a medical certificate within five working days.

Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

**Health and Safety Information**

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

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

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


**Your Departmental safety contact is:**

- Mr Andrew Paice
- Room 303B, Level 3, Department of Electrical and Electronic Engineering
- 020 7594 6190 (Ext. 46190)
- a.paice@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

- Risk Assessment Foundation Training (RAFT): All students are required to complete this mandatory online training, accessed through Blackboard:
  You can self-enrol by clicking onto “Courses” link on the top-righthand corner on Blackboard ➔ then use the “Course Search” field to find the latest RAFT course and self-enrol to it.
  Log in to Blackboard in the link below

Click on “Courses” on the top-right-corner

“Search” for EE0-01

It will show all academic years ➔ hover over the arrow by the course ID, for the latest academic year ➔ then self-enrol ➔ submit

• Any other safety induction will be done with the Laboratory staff as and when you join a research group.

The College Safety Department

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

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.
All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

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

www.imperial.ac.uk/safety

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

Mr Andrew Paice
Room 303B, Level 3, Department of Electrical and Electronic Engineering
020 7594 6190 (Ext. 46190)
a.paice@imperial.ac.uk

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

www.imperial.ac.uk/occupational-health
4. Doctoral Milestones and Progress

PhD Milestones Flowchart

The flowchart below is a snapshot of PhD student progression. You will find it on the EEE Current Student A-Z page:

http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/a---z-phd/

EEE PhD Progression Milestones

**Full-time**

- **3 months**
  - Initial Research Plan (IRP)
    - Recommended length <6 pages
    - Complete plagiarism awareness online course
    - RAFT Course on Blackboard
    - Non-native speakers take English Assessment 1 (EA1)

- **8 months**
  - Early Stage Assessment (ESA)
    - Full-timers submission by month 8 - assessment by month 9
    - Part-timers submission by month 17 – assessment month 18
    - Recommended length <20 pages
    - Must have completed plagiarism awareness online course + at least 2 out of 4 Graduate School Professional Development courses
    - Non-native speakers who scored below 45% in EA1 must take EA2

- **20 months**
  - Late Stage Review (LSR)
    - Full-timers submission by month 20 - assessment by month 24
    - Part-timers submission by month 32 – assessment by month 36
    - No recommended length
    - Must have completed any missing Graduate School Professional Development courses (altogether 4: normally 2 by ESA + 2 by LSR)

- **30 months**
  - Completing Research Status (CRS)
    - Planning your final year
    - Student completes CRS form with Supervisor
    - Many funding schemes end at 3 or 3.5 years. If not sure, speak with the PG Manager.

- **30-48 months**
  - Exam Entry Form (EEF)
    - Completed online at least 4 months before thesis submission date

- **54-72 months**
  - Submit thesis via e-thesis

**Part-time**

- **6 months**
  - Initial Research Plan (IRP)
  - RAFT Course on Blackboard
  - Non-native speakers take English Assessment 1 (EA1)

- **17 months**
  - Early Stage Assessment (ESA)
  - Recommended length <20 pages
  - Must have completed plagiarism awareness online course + at least 2 out of 4 Graduate School Professional Development courses
  - Non-native speakers who scored below 45% in EA1 must take EA2

- **32 months**
  - Late Stage Review (LSR)
  - Full-timers submission by month 20 - assessment by month 24
  - Part-timers submission by month 32 – assessment by month 36
  - No recommended length
  - Must have completed any missing Graduate School Professional Development courses (altogether 4: normally 2 by ESA + 2 by LSR)

- **54 months**
  - Completing Research Status (CRS)
  - Planning your final year
  - Student completes CRS form with Supervisor
  - Many funding schemes end at 3 or 3.5 years. If not sure, speak with the PG Manager.

- **54-72 months**
  - Exam Entry Form (EEF)
  - Completed online at least 4 months before thesis submission date

- **Submit thesis via e-thesis**
0-3 months (full-timers) / 0-6 months (part-timers)

- **PhD academic English assessments**
  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.

  The Centre for Academic English can grant exemption in some cases; please contact them directly if your think you might be eligible for exemption.

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

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

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

- **RAFT online course on Blackboard**
  Log in to Blackboard in the link below


  Click on “Courses” on the top-right-corner

  “Search” for EE0-01

  ![Blackboard Courses Search](image)

  It will show all academic years → hover over the arrow by academic year → then self-enrol → submit

  the course ID, for the latest
Professional Development by the Graduate School
All doctoral students are expected to complete at least four Professional Development courses as part of their doctoral degree registration.

The Graduate School’s Professional Development attendance requirement exists in order to ensure that all students receive some professional development training while at Imperial and have the opportunity to engage with the programme, alongside their research work.

See the Graduate School website for details:

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

Ensuring Integrity: Plagiarism Awareness (Mandatory Online Course)
This online course was developed by the Graduate School, in conjunction with the Library. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College’s Examination & Assessment: Academic Integrity Policy.

Master’s students who complete the course during their master’s registration at Imperial College London will not be expected to take the course again should they progress to a doctorate award with the College. However, students are encouraged to engage with the doctoral version of the course 6 months prior to submission of their thesis so that they can refresh their knowledge.

You will find self-enrolment instruction on the Graduate School webpage below:

http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/digital-literacies/
Recommended taught courses

Students are normally required to take relevant lecture courses during their first year, as determined by their supervisor, and to pass the courses’ examinations where appropriate. If you are undertaking any taught modules and examinations please inform Lina Brazinskate - l.brazinskaite@imperial.ac.uk - Education Support Officer, as soon as possible.

You will find the full list of Programme and Modules on webpage below:

http://intranet.ee.ic.ac.uk/electricalengineering/eecourses_t4/index.asp

Initial Research Plan (IRP) 3 months (full-timers) / 6 months (part-timers)

Your first task, which can be well under way before arriving at College, is to prepare a research plan in collaboration with the supervisor by seeking guidance on appropriate preparatory reading.

The research plan should not exceed 6 pages.

Submission ➔ You should submit the report as per instructed in the IRP form itself (found on the EEE PhD Milestones Guidelines page). The IRP will be graded by the supervisor on a pass/fail basis.

The research plan should not exceed 6 pages and it must be submitted not later than the end of the 3rd month for full-time students (6th month for part-time students) after initial registration. The IRP should include:

- a statement of the general topic area
- an initial formulation of the specific research questions or issues to be addressed
- a list of the principal references on which the work will draw
- a list of objectives for the first year
- a list of taught courses to be taken

Early Stage Assessment (ESA) 8 months (full-timers) / 17 months (part-timers)

The College requires that a student’s PhD research potential be assessed by an examination held by the end of the 9th month (18th months for part-time students) after the date of initial registration. You can find this date on the “Course Information” tab on the Student e-Service; then calculate it by using the EEE - PhD Milestones due-date calculation table.
Purpose of the Report

This report aims to provide new research students with an early and significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused.

The report also gives the supervisor the opportunity to obtain a clear picture of the student’s abilities – in terms of intellectual level, analytical and practical skills, and technical writing – and the student’s aptitude for research.

Based on the assessment of the report, a student’s suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing.

Last, but not least, the report provides a mechanism to document the first period of research and provide practice for technical report writing in a way which helps to prepare students for writing their thesis later in the programme.

Format of the Report

The report must not exceed 20 pages in length and may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX or LyX to be well suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

Content of the Report

The report should be helpful to the student in crystallising their thoughts and targeting their efforts in one or more direction of high potential value for a PhD thesis. The content of the report will vary according to the topic and the nature of the research to factor in, for example, a balance between theoretical and practical content appropriate to the student’s particular research project. All reports will be assessed against the following criteria:

The Early Stage Assessment report should

- set out the main research aims
- include a literature survey
- demonstrate an understanding of the research topic(s)
- demonstrate broad awareness of activity in the research field by setting the research in context
- demonstrate technical aptitude appropriate to the PhD programme by presenting technical concepts and preliminary research work
- include a research plan in the form of a list of expected original contributions, research tasks, milestones and a realistic schedule

Expected Level of Detail and Depth

The level of technical detail and depth is expected to be at or exceeding the level of a masters (MSc) dissertation. The report needs to be concise with an appropriate balance of breadth, which is often achieved in the parts of the report associated with review of the literature, and depth, which is often achieved in the parts of the report associated with the student’s own research activity.

Expected Level of Originality

There is no requirement for original contribution in the Early Stage Assessment report. However, students should highlight and justify the topic area(s) in which they expect to contribute original scientific and engineering research outcomes, and these should be listed explicitly in the research plan.

A Note on Plagiarism

All written work must adhere to proper scientific practice and, in particular, the College’s rules on plagiarism that are published separately. Reports submitted are routinely checked for plagiarism.

Submission Procedure
The submission is done by email as per instructed in the ESA form (found on the EEE PhD Milestones Guidelines page).

Please note that the milestone can only be marked as completed once you have passed the assessment.

To give your supervisor enough time to arrange an assessment date within the recommended timeline, aim at submitting it no later than the end of the 8th month for full-timers (17th month for part-timers).

From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Manager at the earliest possible moment if their work has been affected by any such circumstances.

Assessment Procedure

The student will be examined orally on the contents of their report.

The assessment panel will include two assessors – at least one independent member of academic staff in addition to/other than the supervisor(s); the supervisor can be the second assessor. The assessors will be chosen appropriately to judge the technical aspects of the research as well as the student’s research methodology impartially.

The student may also be required to pass appropriate written examinations as specified at the start of their programme by their supervisor (e.g.: a module from a taught course offered to master’s students).

Students must have completed at least two Graduate School professional development courses and the plagiarism awareness course to pass the Early Stage Assessment.

The outcome of the assessment will be one of:

a) Confirmation of the student’s continuing registration for PhD
b) Transfer of the student’s registration to MPhil
c) The student is required to withdraw from the College and will not be permitted to continue their registration on the programme

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination once provided that any such resit is completed by 2 months (full-timers) after the first assessment (4 months for part-timers).

You will find regulatory ESA guidance on the College governance webpage below:

Late Stage Review (LSR) 20 months (full-timers) / 32 months (part-timers)

The College requires that a review of a student's PhD research ability must be undertaken between 18 and 24 months (between 30 and 36 months for part-time students) after the date of initial registration. You can find this date on the “Course Information” tab on the Student e-Service: then calculate it by using the EEE - PhD Milestones due-date calculation table.

Purpose of the Report

This report and presentation aim to provide research students with a significant milestone by which they can measure their progress in the PhD and towards which their efforts can be focused.

The report also gives the supervisor the opportunity to obtain a clear picture of the student’s progress towards the final PhD thesis, both in terms of the original research achieved to date and in terms of the quality of technical writing.

Based on the assessment of the report, a student's suitability to continue on the programme will be determined and, if needed, action will be taken to address any skills that need improvement or refocusing.

Format of the Report

There is no prescription as to the length of your LSR report. The report may be prepared in any reasonable format that is acceptable to the supervisor. Many students find LaTeX (or LyX) to be well suited to their task of technical writing and these tools are especially helpful for managing references and mathematics.

Content of the Report

The report should contain:

- a contents page for the complete thesis
- a statement of expected original contributions,
- an assessment of the research achievements so far and
- a work plan and schedule for completion of the thesis.

Expected Level of Detail and Depth

The level of technical detail and depth is expected to be at or close to the level of the PhD thesis in at least some areas. In many cases, this report can contain drafts of the thesis Introduction and Literature Review chapters.

Expected Level of Originality

The expected original contribution of the thesis should be described with sufficient level of detail and supporting work to put forward a convincing thesis proposal.
A Note on Plagiarism

All written work must adhere to proper scientific practice and, in particular, the College’s rules on plagiarism that are published separately. Reports submitted are routinely checked for plagiarism.

Submission Procedure

The submission is done by email as per instructed in the LSR form (found on the EEE PhD Milestones Guidelines page).

Please note that the milestone can only be marked as completed once you have passed the assessment.

To give your supervisor enough time to arrange an assessment date within the recommended timeline, aim at submitting it no later than the end of the 20th month for full-timers (32nd month for part-timers).

From time to time, special circumstances arise which justify an extension to the deadlines for the programme. Students are encouraged to inform the PG Manager at the earliest possible moment if their work has been affected by any such circumstances.

Assessment Procedure

The student will be examined orally on the contents of their report.

The assessment panel will include two independent assessors from the academic staff of the College and the supervisor. The assessors will be chosen appropriately to judge the technical aspects of the research as well as the student’s research methodology impartially.

Additional requirements of this assessment are:

- satisfactory completion of any recommended English language training, from the Centre for Academic English
- completion of an additional two Graduate Skills professional development courses (a total of four courses must be completed by LSR, this includes any other courses already taken at the ESA)

Format of the Presentation

The presentation is typically of 30 mins duration, but this may be varied by agreement with the supervisor and will normally be attended by colleagues and co-workers. It should present the new research undertaken so far – as if at a conference – and the research plan to complete the thesis. The presentation is organised by the supervisor.

The outcome of the examination will be one of the below:

a) confirmation of the student’s continuing registration for PhD or
b) transfer of the student’s registration to MPhil or
c) student is required to withdraw from the College

In cases b) or c), the student may, at the discretion of the assessment panel, resit the examination one time provided that any such resit is completed within 3 months of the first attempt.

You will find further LSR guidance on the College governance webpage below:

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/milestones-for-pgr/Late-stage-review-guidance-notes.pdf
Completing Research Status (CRS)

The initial registration period for PhDs is three years (36 months) for full-time students and five years (60 months) for part-timers. By that point, students must review their progress with their supervisor and select one of the following options in the CRS form (writing-up):

Note: students will be able to check the dates on the Student e-Service: “course info” tab => “research” sub-tab.

1. The student has completed all experimental work, is able to submit their thesis within 12 months and has completed their LSR milestone. Student keeps full access/registration with the College. Entering the writing up period incurs a £200 fee; this fee is covered by:
   a. College/Departmentally managed scholarships
      If not sure, please speak with EEE Postgraduate Manager.
   b. The student or external sponsor (not managed by the College/Department)
   c. The supervisor

2. Extend registration for 6 months.
   - If there is significant experimental work still to be done after three years, the period of full registration must be extended, incurring full tuition fees for the period of extension. Extensions beyond three years have implications for scholarships which only provide tuition fees for three years. Students seeking to extend registration should consult their supervisor and the Postgraduate Manager in advance of the three-year end-date.
   - There will be a pro-rata charge of annual tuition fees for 6 months; Then a one-off £200 CRS fees for the final 6 months. Some scholarship schemes and external sponsors might cover these fees. If you are not sure, please speak with the EEE Postgraduate Manager.

3. WUAC - Writing-up away from College
   The student is ready complete the writing-up within 12 months, but it will be done away from the College. There will be NO fees (zero cost).
   Student will have no registration and no ID card, whilst keeping full ICT access (e.g.: email, College network and online library services).
5. Examination Procedures

Examination Entry Form (EEF) 4 months before thesis submission

Full time students have a maximum of 48 months to submit their PhD thesis (part-timers: 72 months).

When students know the date they will be submitting their thesis, they will need to start the process for the nomination of examiners. Roughly, four months before the submission, a completed Examination Entry form must be submitted to Registry by the department Postgraduate Manager. Please make sure you complete your part of the Examination Entry Form well in advance and send it to your supervisor for (him/her) to complete the appointment of examiners.

Note: students will be able to check the dates on the Student e-Service: "course info" tab => "research" sub-tab.

The Examination Entry Form involves deciding on a thesis title and submitting a description of thesis, both agreed with your supervisor. Your supervisor will complete the rest of the form with the names of two examiners, one internal and the other external to the College, but both experts in the field of research of the thesis.

The complete form must be sent to the department Postgraduate Manager for final checks, get final approval from the Director of PG Studies and the Senior Tutor, then submitted to Registry.

You will have to allow a month after the actual submission of the soft bound copies of the thesis for the examiners to read it. In the meantime, your supervisor will have arranged a time and place for the oral examination (viva).

Please click on the link below for Regulations for the award of MPhil and PhD

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

Thesis submission – by 48th month for full-timers and by 72nd for part-timers

It is College policy that no full-time student registered for research degree study will be permitted to submit their thesis for examination later than 48 months after initial registration for full-time students (72 for part-timers), unless there are genuine mitigating circumstances.

For late submission, a Late Case Form is required. Please contact the Postgraduate Manager for advice.
Once you have submitted your examination entry forms, you will be told when your entry has been processed and advised of the next stages. Please note: you are required to submit your thesis by your submission deadline, regardless of whether you have been contacted by Registry or not at this stage.

Please click on the link below for full instructions on thesis submission:

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

In summary, the process is as follow:

1. Submit thesis through e-thesis
2. At the same time, the Thesis Declaration Form needs to be printed, completed and signed by you and your supervisor. Then you will need to email to research.degree@imperial.ac.uk
   **Please add your full name and CID to the subject of the email.**
3. In the meantime, your supervisor, or another member of staff in your research group, will be responsible for organising the viva and making all the necessary arrangements.
4. After the viva, the examiners will inform you of the outcome. If you need to make some corrections, the examiners will provide you with a report on the corrections necessary. If the corrections are minor, you will be given up to 3 months; if major correction, normally 18 months.
5. After you have done the correction, you will need to send the thesis to the appointed person to check the thesis (normally the internal examiner). Your examiners will inform you who that person is at the time of your viva.
6. When your corrections have been approved, that examiner will email Research Degree team to let them know that they are happy with your corrections.
7. You can then upload your final thesis onto Spiral (the College's digital repository).
8. The award of the PhD will be on the first of the month, after all the paperwork above has been received by registry.
9. Students who have been officially awarded their PhD by the 1st March, will be invited to attend the Postgraduate Graduation Ceremony in May, at the Royal Albert Hall. Those students will be contacted by the graduation’s team about the arrangements.

**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/division, will be responsible for organising the viva and making all the necessary arrangements.

When your viva has taken place, you may be informed of the outcome by the examiners. You may be asked to make some minor corrections to your thesis before submitting the final copies and being awarded your degree.

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

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

**E-theses: Requesting an Embargo**

In some cases, it may be necessary to delay the release of a thesis to the public by applying for an embargo.
If you decide that your thesis should have an embargo, discuss this with your supervisor and tick the appropriate box on the Thesis declaration form.

Reasons for requesting an embargo include:

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

For further information please contact the Research Degrees team

[link](www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/)

**Plagiarism**

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

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

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

For further information, please see:

[link](www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/)

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

[link](www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/)

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

[link](www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doc.../online-courses/)

**Collusion:**

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.
Exam offences
Exam offences include behaviour such as bringing authorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

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

6. College Policies and Procedures

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

www.imperial.ac.uk/about/governance/academic-governance/regulations
www.imperial.ac.uk/students/terms-and-conditions

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


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

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

Appeal and Complaints Procedures
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

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

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

**Copyright**

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

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

**Intellectual Property Rights Policy**

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

[www.imperial.ac.uk/students/enterprising-students/intellectual-property/](www.imperial.ac.uk/students/enterprising-students/intellectual-property/)

**Use of IT Facilities**

View the Conditions of Use of IT Facilities:

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

**Employment During Studies**

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4 visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

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

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

**Study Leave**

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

[http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/)
Ethics
The College has an overall Ethics code which sets out key behaviours which the College expects of all its members in order to facilitate a leading academic community which demonstrates integrity in all its activities, and which manages relationships with third parties appropriately. These behaviours include honesty, fairness and transparency. The Code is intended to provide a starting point to help members of the College identify and tackle ethical issues faced in the course of their activities. It also describes routes available for members of the College community to escalate ethical concerns where appropriate.

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

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

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

Study Leave
It is possible that the course of study will require a student to collect or study material elsewhere than at the College; part of the time may need to be spent in other places. Your supervisor will need to apply using Form IC/D (please contact the Postgraduate Manager about it). Study leave is not permissible during the first or last three months of your study.

Interruption of Studies
It may happen that a personal emergency or other circumstance arises which requires you to interrupt your studies. It is vital that you inform your supervisor immediately so that your registration can be suspended until you return, and you do not, unnecessarily, exceed the maximum registration period. Interruption of studies can be applied for using Form IC/B (please contact the Postgraduate Manager about it). You will not be liable for fees during this period. Students who receive a maintenance bursary will have their payments stopped during the period of interruption.

Absences from College
Full time students must notify the Supervisor, the Postgraduate Manager and their Senior Research Group Administrator, if they are to be away from College for more than 3 days, except for the official College closures at Christmas and Easter.

A medical certificate should be produced after 7 days if absence is due to illness.

Holidays
Students should always agree their holiday arrangements with their supervisor in advance, taking operational considerations into account. No more than 8 weeks, including public holidays, may be taken in each year. The Postgraduate Manager and the Senior Research Group Administrator should be notified.
7. Wellbeing and Support

Student Space
The Student Space website is the central point for information on health and well-being.

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

Departmental Support and College Tutors
Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

**Postgraduate Senior Tutor**
Dr Imad Jaimoukha

- Room 617, Level 6, Department of Electrical and Electronic Engineering
- 020 7594 6190 (Ext. 46190)
- i.jaimouka@imperial.ac.uk

Imad offers pastoral support and advice. You can discuss with Imad any difficulties with your studies or if you have personal circumstances which are hindering your progress. You can arrange to have a meeting with him at any time during your studies – what you discuss will be completely confidential. If necessary, he will direct you to an appropriate source of support.

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

The Graduate School has several roles - to ensure the quality of provision of postgraduate education; to provide a forum for students from across the College to meet at lectures and social events; and to provide a professional skills development programme to help you develop those skills that will make you a more productive and successful researcher and also prepare you for your career, whether in or out of academia.
Imperial is an incredibly vibrant research environment, which attracts researchers from all over the world. It is a great place to undertake postgraduate study and there are immense opportunities at both master’s and Doctoral level to contribute to world leading research.

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

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

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

Visit the Career Service’s website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

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

www.imperial.ac.uk/counselling

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

020 7594 9014
student.funding@imperial.ac.uk

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

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

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011
tuition.fees@imperial.ac.uk
Imperial College Union (ICU) Advice Centre

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

www.imperialcollegeunion.org/advice

Student Hub

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

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

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

Accommodation

Imperial offers a wide range of accommodation to suit a range of budgets and in a variety of locations. The Student Hub team can help you find the right place to live, whether it’s the College accommodation or private accommodation.

Level 3, Sherfield Building, South Kensington Campus
020 7594 9444
student_hub@imperial.ac.uk
http://www.imperial.ac.uk/study/campus-life/accommodation/

Health Services

NHS Health Centre and finding a doctor

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

www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

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

www.imperialcollegehealthcentre.co.uk
NHS Dentist (based in the Imperial College Health Centre)

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

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

Disability Support
Disability Advisory Service

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

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

Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk
www.imperial.ac.uk/disability-advisory-service

Departmental Disability Officers

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

Ms Emma Rainbow
Room 607, Level 6, Department of Electrical and Electronic Engineering
020 7594 6198 (Ext. 46198)
e.rainbow@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:


Library and IT
Information and Communications Technologies (ICT)

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

020 7594 9000
www.imperial.ac.uk/ict/service-desk
Software shop

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

www.imperial.ac.uk/admin-services/ict/shop/software

Library services

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

www.imperial.ac.uk/library

Your Subject Librarian is:

Ms Nora Mulvaney
Central Library (South Kensington Campus)
020 7594 8882 (Ext. 48882)
n.mulvaney@imperial.ac.uk

We are here to provide help and support throughout your whole research process. For example, we can help you: organize your initial literature searching, develop effective search strategies, keep a watch for new papers of interest, use reference management software to organize your references and article library, reference and cite correctly for writing up, ensure you don’t plagiarise. We are happy to provide support in group training sessions and on a 1 to 1 basis – just contact me for help.

Religious Support

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management.

www.imperial.ac.uk/chaplaincy

Support for International Students

English language support

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

www.imperial.ac.uk/academic-english
International Student Support team

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

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

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

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

Student records and examinations

📞 +44 (0)20 7594 7268
✉️ records@imperial.ac.uk

Degree certificates

📞 +44 (0)20 7594 8037
✉️ certificates@imperial.ac.uk

9. Work-life Balance

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

Imperial College Union

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

✉️ www.imperialcollegeunion.org/about-us

Graduate Students’ Union

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

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

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

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

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**10. Student feedback and representation**

**Feedback from Students**

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

**Student Representation**

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

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

**Staff-Student Committee**

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

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

The EEE Department Staff-Student Committee Meeting minutes and the committee membership can be found on this page:

[http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/](http://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/postgraduate-staff-and-student-committee/)

This is an opportunity to make your feelings and views heard. The Committee consists of representatives from each research group and each MSc course, the Director of Postgraduate Studies and the Postgraduate Tutor and it meets once a Term. Issues that have been discussed at previous meetings include postgraduate training, introduction of new college regulations, provision of a postgraduate common room and social opportunities.

It is very important that the administration of the Department understands the views of its postgraduate community so please try to take an active part in this process.

**Research Groups:**

PhD representatives are elected by their fellow research students for each of the following research groups:

- Circuits and Systems
• Circuits and Systems (Centre for Bio-inspired Technology)
• Communications and Signal Processing
• Control and Power
• Intelligent Systems and Networks
• Optical and Semiconductor Devices

**MSc Courses:**

MSc student reps are elected for each MSc programme:

• Analogue and Digital IC Design
• Communications and Signal Processing
• Control Systems
• Future Power Networks

**HiPEDS CDT:**

A HiPEDS PhD student based in EEE is elected to sit on the committee.

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**11. Student Surveys**

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- Student Experience Survey (SES)
- Postgraduate Research Experience Survey (PRES) – Spring 2019

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

The Postgraduate Research Experience Survey (PRES) is the only national survey of postgraduate research students we take part in. This is 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 covers topics such as supervision, resources, research community, progress and assessment as well as skills and professional development. PRES last ran in spring term 2017 and will run in spring 2019.

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

The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback:

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

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

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

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

[surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
12. Personal Development Opportunities for Research Degree Students

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


Imperial Outreach
The Outreach team at Imperial has been established for over a decade. It is responsible for delivering a wide range of exciting and inspiring activities for students from disadvantaged backgrounds.

The team’s focus is on science, technology, engineering and mathematics (STEM) learning and progression to higher education including access to medicine and support for post-16 student choices.

The team work with schools, colleges and community organisations across the Greater London area to raise aspirations, change perceptions, support teaching staff and stimulate interest in STEM subjects from primary through to A-Level education, as part of Imperial’s widening participation and outreach agenda.

As part of the team’s commitment to the Office For Fair Access (OFFA), they have a specially targeted portfolio of activities that form part of the College’s Access Agreement to ensure that every academically talented pupil has the opportunity for support, regardless of their background or situation.

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

Outreach Postgraduate Ambassador (OPA)
The Outreach Postgraduate Ambassador (OPA) scheme provides an opportunity for you to work with local schools to inspire a young audience to consider studying science, technology, engineering, mathematics and business subjects.

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

http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/op/a/

Professional Skills Development Programme
The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.
Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional development is an important part of your postgraduate training.

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

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

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

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

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:

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

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

www.imperial.ac.uk/alumni