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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 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym (for a £30 annual membership fee) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. 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.
The Graduate School  
Welcome from Professor Sue Gibson, Director of the Graduate School

Academic Departments, the Graduate School and the Graduate Students’ Union work closely together to ensure opportunity is provided for an excellent and internationally renowned research experience.

As part of this commitment to you, the Graduate School has developed a programme of professional development workshops, covering a broad range of themes, for example, personal effectiveness, research integrity and ethics, research impact and global leadership skills. The skills developed during these courses are highly valued in the job market.

Graduate School courses are free of charge to Imperial research 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, 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). You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you. The current programme can be viewed at: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/

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, for example the PhD Summer Showcase. I would encourage you to take part in these activities – there are times when it can feel lonely as a research student and these events are an opportunity to be part of the wider research student community. In addition, many of the advances in science, engineering, medicine and business occur at the boundaries between disciplines and meeting students from other Departments and Faculties offers opportunity to enrich your research.

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

Sue Gibson
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School’s programme of professional development for research students.

Our team of tutors have a wide variety of research and other career experiences. We understand just how important it is to develop professional skills whilst undertaking postgraduate research studies. Not only does our programme help you to progress in your academic studies, it can also be part of your preparation for your future career. We provide the opportunity for you to practice your presentation skills, academic writing skills and other key skills. It will also give you the chance to meet students from a variety of subject disciplines building your network.

We offer a range of interactive courses including face-to-face workshops, interactive webinars and online self-paced courses. We also offer a choice of residential opportunities. We have 3 residential retreats including thesis writing, team work and research impact. We also have our Global Fellows Programme which provides the fantastic opportunity to spend a week with researchers from across the world. I encourage you to explore and engage with the diverse range of opportunities on offer from the Graduate School and I wish you well in your studies.

Janet De Wilde
The Graduate School

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:

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/
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 post-graduate student in major decisions taken by the College. Beyond that, we work towards building a thriving post-graduate community that spans faculties and where students effectively communicate in an interdisciplinary way. Our committee is comprised by motivated post-graduate 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 post-graduate 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 post-graduate 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
Safety

You are responsible for your own safety and for that of your colleagues.

Take all necessary precautions and note that there are regulations that prohibit working alone in laboratories unless a special permission has been granted. **You must attend the Safety Lecture at the beginning of the Autumn Term** and any others which may be arranged throughout the year. If you are concerned about a safety matter please speak to one of the Department Safety Officers.

*All students should access the Mechanical Engineering Department Safety Page on:*

[http://www.imperial.ac.uk/mechanical-engineering/for-staff/safety/](http://www.imperial.ac.uk/mechanical-engineering/for-staff/safety/)

Please make sure that you read the Departmental Safety Code of Practice 2017 at the above website in your first week. You must also read any other topics that are relevant to your field of research.

General Forms, Procedures and Regulations for Students

The website below covers a range of topics, including General Academic and Administrative Issues.

[http://www.imperial.ac.uk/mechanical-engineering/study/phd/info-for-current-students/](http://www.imperial.ac.uk/mechanical-engineering/study/phd/info-for-current-students/)

**PLEASE READ THE IMPERIAL COLLEGE LONDON ‘REGULATIONS FOR STUDENTS’ PAGES AT THE BACK OF THIS BOOKLET**

RAs (staff registered for a degree)

You must ensure that Registry has a copy of your **current** contract in order to ensure continuity of registration.
Welcome to the Mechanical Engineering Department, we hope your stay here will be enjoyable and valuable.

The Mechanical Engineering Department
In addition to 230 Postgraduate Research Students, there are about 40 students on the one year Master’s degree course and approximately 680 undergraduate students. The formal teaching is carried out by academic staff from the Department, with assistance from the staff of other departments, such as Electrical Engineering, Mathematics and the Management School.

Research is carried out by the academic staff together with research staff and postgraduate students working for their PhD degrees.

Postgraduate Administration

**Head of Department**
Professor Peter Cawley
Room

**Director of Research**
Professor Daniele Dini
Room 669

**Postgraduate Tutor**
Professor Ferdinando Rodriguez y Baena
Room 718

**Deputy Director of Research**
Dr Salvador Navarro-Martinez
Room 616
Deputy Postgraduate Tutor

Dr Amir Kadiric
Room 672

Deputy Director of Research

Dr Christoph Schwingshackl
Room 559

Advisor to Female Students

Dr Julie Varley
Room 549

Careers Adviser

Dr Mike Ristic
Room 716

Postgraduate Administrator

Ms Kate Lewis
Room 667
Registry (located 3rd floor, Sherfield Building)

The College registers all students online whether you are a new student or a continuing student. Registration takes place prior to the start of session and you will receive an email asking you to log-on to Student e-Service and register. If you are a continuing student you will already have your log-on and password for this, if you are a new student you will be sent an email with the information once all the conditions of your offer have been met.

Student E-Service can be accessed at www.imperial.ac.uk/studenteservice. (As well as using this system to register online, students can also log in to update their contact details throughout the year).

City and Guilds Building

The building has eight floors and these are numbered from 0 to 7; the room numbers begin with the number of the level on which they are situated, commencing at the south end of the building, i.e. room 500 is at the south end of Level 5 and room 791 is at the north end of Level 7 (the top floor). The main entrance from Exhibition Road is on Level 2. The lifts operate between Levels 0 and 7. The City and Guilds Building is normally open between 7am and midnight Monday to Friday and 8am to midnight Saturday and Sunday. Access is via swipe card between 6pm and midnight during term and at all times out of term.

Working accommodation within the Department

Research students may be allocated spaces in Group rooms by Group secretaries. Spaces in the Department room are allocated by Kate Lewis, Room 667.

Computing Facilities

Computers are usually provided in research student rooms by either the Section or the Department. (Please consult ‘Information for Research Students and Assistants’ from page 15)

Academic Assessments

The work of each research student will be guided by their supervisor and co-supervisor, who are members of the academic staff. The final assessment of a research student is based on the thesis submitted and the subsequent oral examination, but you should be aware that intermediate assessments are made and the results used in deciding whether the student should continue and, if so, whether for the MPhil or PhD degree. Details about these assessments are on pages 17 and 18 of this handbook. The preparation of a thesis is a very important part of the research training. You will have to do it yourself but you should consult your supervisor for guidance when you are approaching that stage. All students should conscientiously maintain a log-book for all their practical work.

Special Lectures and Courses

Start of session induction timetables are provided separately and you are strongly encouraged to participate in the October events.

It is essential that you attend the Safety Lecture which is given at the beginning of the session. There is also a Manufacturing Workshop Course which may be necessary for you to attend, depending on the type of project you are doing. Instructions for how to sign up for this course will be circulated by Kate Lewis near the start of the autumn term.
English Classes for Overseas Students

Fluency in English is vital if you are to be successful in your course of study. English courses, workshops and 1:1 consultations are offered to non-native speakers of English at the College by the Centre for Academic English. Postgraduate research students who are not native speakers of English must fulfil the Imperial College London Postgraduate English Requirement as soon as possible after enrolling onto their PhD programme. http://www.imperial.ac.uk/academic-english/phd-students/phd-academic-english-requirement/

Difficulties

If you run into academic difficulties, and this is not unusual, you should turn to your supervisor or co-supervisor or mentor (see below). If you have a personal problem you might also consider a discussion with the Postgraduate Tutor, your supervisor, or the head of your group.

Some problems may even be resolved by speaking to other postgraduate students, such as the postgraduate student representatives, but do note that the College also has a large back-up of Health and Welfare services: http://www.imperial.ac.uk/student-space/here-for-you/

Please remember, however, that the Postgraduate Tutor, Professor Ferdinando Rodriguez y Baena, is here to try to help and advise you on any matter. Please feel free to see him or the Deputy Postgraduate Tutor, Dr Amir Kadiric, or the Advisor to Female Students, Dr Julie Varley. Should you prefer to discuss a problem with somebody outside the Department then you could consider approaching one of the Faculty Senior Tutors: http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/

A students’ counselling service is also available: https://www.imperial.ac.uk/counselling/

Mentoring

Mentoring has become recognised worldwide as a highly effective learning and development process. Many people can remember being helped and guided by someone who took an interest, shared their own experience and knowledge, and enabled them to develop. These relationships can often play a crucial part in both personal and professional development.

Mentors for PhD Students and Research Assistants

The mentors for PhD students are the Heads of the Research Divisions. Prof. Jianguo Lin (jianguo.lin@imperial.ac.uk) will act as mentor for the Mechanics of Materials Division, Prof. Ricardo Martinez-Botas (r_botas@imperial.ac.uk) for the Thermofluids Division and Prof. Mike Lowe (m.lowe@imperial.ac.uk) for the Applied Mechanics Division. If your supervisor is a Division Head, then Prof. Daniele Dini (d.dini@imperial.ac.uk) will act as your mentor.

Mentors for Research Associates and Research Fellows

The mentors for Postdoctoral Research Staff will be Heads of the Research Divisions not in the area of your current research as it is expected that a wider view would be of particular value. Hence, Prof. Jianguo Lin will act as mentor for the Applied Mechanics Division, Prof. Ricardo Martinez-Botas for the Mechanics of Materials Division and Prof. Mike Lowe for the Thermofluids Division. Email contacts as above.

Furthermore, Dr Catrin Mair Davies (catrin.davies@imperial.ac.uk) is the Postdoc Champion for the Department of Mechanical Engineering. As part of her role she is able to provide advice on applying for fellowships and on the transition from a PhD student to a postdoctoral researcher.

Our department mentors are there to support you during your research, so do not hesitate to arrange to meet them if you feel you would benefit from doing so.
Postgraduate Student/Staff Committee

This Committee meets three times a year and is the forum for general discussion of issues which affect postgraduate research students and the staff most concerned with them. Any member of the Committee may raise issues of interest or concern to any aspect of the PG activities. The Student/Staff Committee is not the appropriate venue to raise or to solve specific problems which arise during a research course although it is the place to discuss persistent or widespread problems which have not responded to the prescribed procedures. A written statement of the problem and its history would be useful in advance of a meeting. Your student representatives are as follows:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Student/Staff Member</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomechanics</td>
<td>Shaocheng Ma</td>
<td><a href="mailto:shaocheng.ma10@imperial.ac.uk">shaocheng.ma10@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Computational Mechanics</td>
<td>Susann Haensch</td>
<td><a href="mailto:s.haensch13@imperial.ac.uk">s.haensch13@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Departmental Representative</td>
<td>Christine Ng</td>
<td><a href="mailto:sze.ng11@imperial.ac.uk">sze.ng11@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dynamics</td>
<td>Daniel Heller</td>
<td><a href="mailto:d.heller@imperial.ac.uk">d.heller@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mechanics of Materials</td>
<td>Mike Jones</td>
<td><a href="mailto:michael.jones12@imperial.ac.uk">michael.jones12@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Fabian Sorce</td>
<td><a href="mailto:fabian.sorce12@imperial.ac.uk">fabian.sorce12@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mechatronics</td>
<td>Marlene Pinzi</td>
<td><a href="mailto:marlene.pinzi16@imperial.ac.uk">marlene.pinzi16@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Nuclear Engineering</td>
<td>John Ferguson</td>
<td><a href="mailto:john.ferguson13@imperial.ac.uk">john.ferguson13@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Thermofluids</td>
<td>Matt Bonner</td>
<td><a href="mailto:m.bonner16@imperial.ac.uk">m.bonner16@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Karl Hohenberg</td>
<td><a href="mailto:karl.hohenberg09@imperial.ac.uk">karl.hohenberg09@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Tribology</td>
<td>Elze Porte</td>
<td><a href="mailto:elze.porte14@imperial.ac.uk">elze.porte14@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Rory McAllister</td>
<td><a href="mailto:rory.mcallister13@imperial.ac.uk">rory.mcallister13@imperial.ac.uk</a></td>
</tr>
<tr>
<td>2015/16 Cohort Rep</td>
<td>Emily Rolfe</td>
<td><a href="mailto:emily.rolfe11@imperial.ac.uk">emily.rolfe11@imperial.ac.uk</a></td>
</tr>
<tr>
<td>2017/18 Cohort Rep</td>
<td>Faron Hesse</td>
<td><a href="mailto:faron.hesse10@imperial.ac.uk">faron.hesse10@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

The department encourages the student reps to organise mini-conferences/seminars to showcase the current research projects being undertaken and see where divisions may overlap with their research and where inter-divisional support can be given.

**Cohort student representative.** The main responsibility for this representative will be to organise social events for their respective cohort of students so that relationships can be built between divisions and some fun can be had. This could be ice-skating in the winter at one of London’s ice rink venues or arranging a summer picnic in Hyde Park. There will be a budget given by the department. This cohort rep will also be invited to the Student/Staff committee meetings.

New students who are interested in becoming a rep should express their interest by email to Kate Lewis.

**Holidays**

Research Students may take six weeks holiday a year by arrangement with their supervisor. These weeks are **not** in addition to the College closure weeks at Christmas and Easter.

College closure days can be found on the following webpage:

[http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures](http://www3.imperial.ac.uk/hr/procedures/leave/collegeclosures)

**Security**

Imperial College Identity Cards are issued to all staff and **registered** students (**if your card is lost or stolen you must inform the security office immediately**).

Some thefts do occur from time to time in College - take great care of your own and of College property;
do not leave valuables in College if possible; lock your room/desk/locker and do not leave wallets in jackets in unattended areas etc.

**Accounts**
For project and general accounts please see Rebecca Rahman (r.rahman@imperial.ac.uk) or Nikolay Plotnikov in room 577A.

**Pigeonholes**
The letter rack for internal and external mail for PG Course and research students is in the Postgraduate Common Room on Level 6 in room 663. **Please remember to check these regularly and do not rely solely on e-mail communication.**

**Careers**
Any course student who is in need of careers advice or assistance in finding employment should see Dr Mike Ristic (room 716) as soon as possible. Research students are also invited to seek assistance in their final year.

**Catering and hospitality**
There are fifteen catering outlets across the South Kensington campus, including the College Café near the main entrance, which serves breakfast from 8.00 a.m., and Eastside Bar, which serves a selection of drinks and food, from salads to main meals.

Postgraduate students may use the Senior Common Room, level 2 of the Sherfield Building, which serves a range of hot dishes.

**Social**
There are many clubs and societies organised by the IC Students Union [http://www.imperialcollegeunion.org/](http://www.imperialcollegeunion.org/) and the Guilds Union Office. We hope you will join in some of these activities as it helps you to meet people from outside the Department, but be selective - there is work to be done too! The PG Student Staff Committee is also encouraged to organise social activities for research students.

**Sports**
The College Sports Centre is called ETHOS and is situated on the north side of Princes Gardens. The facilities are extensive and include a large gym, a studio for fitness classes, a 25m swimming pool, a sports hall, squash courts and climbing wall. Most facilities are free for students; students wishing to use exercise equipment must attend an orientation session.
For further information please access [www.imperial.ac.uk/sports](http://www.imperial.ac.uk/sports)

**Union Shop** and Stationers is on level 2, Sherfield Building approach.

**Bank** - a branch of Santander is on the walkway, Sherfield Building approach. There are also cash
machines on level 1 of the Sherfield Building and in the entrance hall of the City & Guilds building.

Finally

May we say again how pleased we are that you are joining us in the Department and look forward to meeting you on various occasions during the year.

Professor Ferdinando Rodriguez y Baena
Postgraduate Tutor,
Mechanical Engineering Department
INFORMATION FOR NEW RESEARCH STUDENTS AND
NEW RESEARCH ASSISTANTS (2018/19)

1. Academic Staff Responsible for Postgraduate Research Studies

Professor Daniele Dini  Director of Research
                          (Room 669, ext 47242)
Dr Salvador Navarro-Martinez Deputy Director of Postgraduate Studies
                               (Room 616, ext 49229)
Dr Christoph Schwingshackl Deputy Director of Postgraduate Studies
                          (Room 559, ext 41920)
Professor Ferdinando Rodriguez y Baena Senior Tutor (PGR)
                          (Room 718, ext 47046)
Dr Amir Kadiric Deputy Senior Tutor (PGR)
                          (Room 672, ext 41717)
Dr Julie Varley Advisor to Women Students
                          (Room 549, ext 47089)
Ms Kate Lewis Postgraduate Administrator
                          (Room 667, ext 47022)

2. General information

http://www3.imperial.ac.uk/students/newstudents

The college student web pages provides a wealth of information for PhD research students and details of website links to Registry, the College libraries and also provides full details of the relevant procedures and regulations.

(To access websites listed in this document, right click on the link and select Open Hyperlink)
You may also find the following general links extremely useful as you start your research career:

- Mutual Expectations for the Student Supervisor Partnership document
- General information about student health and wellbeing
- Counselling and mental health advice
- Living in London

We also emphasise the importance of Research Culture and Community and we encourage our students to engage with various College initiatives:

- A central College-wide research seminar listings website
- Graduate School blog where students are invited to share their stories
- Clarified criteria and guidelines for the Research Community Fund

3. Registration / Assessment / Progression / Thesis submission information

N.B. EngD students are required to complete different milestones from PhD students, and should refer to the EngD Handbook for further information about these milestones.

3.1 Registration

- All students, new and continuing, **must** register online at their Student e-service account for each academic session by the end of the first week of the session. See the Registry information for further instruction at [http://www3.imperial.ac.uk/registry/currentstudents/howtoregister](http://www3.imperial.ac.uk/registry/currentstudents/howtoregister)

- Research Assistants (staff), for whom PhD registration is sought, should also submit the higher degree registration form (IC/A) to Registry, together with a copy of their contract and a transcript of their first degree.

3.2 Induction

- All October 2018 cohort students will be expected to attend the compulsory timetabled lectures during the first week of term. Those who join us after this first week will have a one-on-one induction with the Postgraduate Administrator Kate Lewis in 667.

- All students are also expected to have a safety induction with their division and complete any necessary forms. Please speak to your supervisor regarding this induction or your divisional representative:

  Divisional Rep (Applied Mechanics) Dr Ulrich Hansen ext 47061
  Divisional Rep (Mechanics of Materials) Dr Ambrose Taylor ext 47149
  Divisional Rep (Thermofluids) Dr Salvador Navarro-Martinez ext 49229

- If you require the use of the manufacturing workshop (Skempton building, Room 150) during your research then you will be required to attend a two-day safety workshop induction before you are allowed access to the workshop. Kate Lewis will inform you when the next workshop is available.

3.3 Research Plan
• In the past it was a college requirement that we receive an independently assessed Research Plan at 9 weeks. It should be no more than 2 pages of A4 and can also include a Gantt chart. This milestone is no longer mandatory, and does not need to be submitted to the PG Administrator, but the Department encourages all PhD students to discuss and agree a Research Plan with their supervisor.

3.4 Twice Yearly research assessment forms

• It is a departmental requirement that research assessment forms are completed twice a year. These forms are sent out for completion in January and June each year.

• Your supervisor should complete section one, discuss the assessment with you, and then you both should sign. The student is responsible for completing section two. Both sections of the form are to be returned, as hard copies, to the PG Office, room 667.

3.5 PhD Progression

• PhD Progression reviews will occur twice following initial registration. PhD Early Stage Review will be at 9 months and PhD Progression Late Stage Review will be between 18-24 months. ESA and LSR forms can be obtained from Kate Lewis (kate.lewis@imperial.ac.uk). It is your responsibility to ensure these milestones are completed on time.

Early Stage Assessment 1 (9 months)

• The supervisor(s) will recommend another member of staff to act as an independent assessor. The independent assessor should normally be a member of academic staff in the department. The assessor should be approved by the Director of Research prior to the submission of the report.

• A report should be prepared and submitted to the supervisor(s) and to the independent assessor. The page limit for this report is 20 pages. Reports exceeding this limit will not be accepted. The report should be structured with the following sections:
  (i) The scope of the project
  (ii) A summary of the relevant literature
  (iii) Work which has already been carried out
  (iv) A clear programme for the pursuance and completion of the thesis.

• There will follow an oral interview/examination with the supervisor(s) and the independent assessor.

• Any outstanding English Language test requirement must also be completed before this PhD progression review (see section 5 of this document)

• You should have completed two professional skills courses by this Early Stage Assessment milestone (see section 8.2).

• Based on the performance during the ESA examination your current progress will be assessed and various options, including re-examination after agreed plan for resubmission and transfer to M.Phil., will be considered for the continuation of your studies.
Late Stage Review (18-24 months)

- This review will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. We will be flexible on how this is achieved and you will have 3 options for the assessment:
  
  1. The oral presentation at a conference of a paper submitted or accepted for peer review, provided the student is the major contributor.
  
  2. The oral presentation of a paper at a conference. Should the paper not be peer reviewed then the written work will be independently assessed (see below).
  
  3. An internal report of the quality and length consistent with an archival journal publication coupled with an oral seminar presentation. Both elements will be independently assessed (see below).

- Assessment in (2) and (3) above: The supervisor(s) will recommend another member of academic staff in the department to act as an independent assessor where required. The independent assessor should be approved by the Director of Research.

- You are encouraged to continue your professional development throughout your studies and you must have attended two more professional skills courses by this Late Stage Review milestone (see section 8.2).

3.6 Interruption of Studies

- The supervisor(s) must be informed of any absence from the College. For any lengthy absence an “Interruption of Studies” form should be completed and given to the supervisor(s).

- This should be requested when a personal emergency or other circumstance arises which necessitates a break in the student’s course. No fees are payable for such a period, during which a student’s research registration is effectively suspended. This is not the same as study leave. You can apply for Interruption of Studies using the form, available from Registry. Student bursaries are normally suspended during an official ‘interruption of studies’ period.

3.7 Completing Research Status - Writing-Up

- When you are approaching 3 years’ registration you will be asked by the PG Administrator to confirm your intentions. You must discuss with your supervisor whether to extend your registration or to enter Completing Research Status (CRS) or Writing Up Away from College (WUAC).

- If you extend your registration, then full tuition fees will be due for this extended period of registration. When making this decision you should bear in mind that the thesis submission deadline is four years from the date of initial registration and you should also consider any funding implications.

- If you enter CRS, you are permitted to write up your thesis in College for up to one year immediately following the end of your registration and all experimental work. This allows you to
have access to all College facilities for a registration fee of £200, payable either by you, the
department or your sponsor.

• Students are expected to submit an Exam Entry Form at least four months before they would like
to submit their thesis. The writing-up period cannot be extended beyond one year.

• Students with Completing Research Status will have the same privileges as all full time students,
e.g. library privileges, during the writing-up registration period and will be eligible to be issued
with Council Tax exemption certificates. Students Writing Up Away from College will not have
access to College facilities.
3.8 Thesis Submission

- It should be noted that the College requires the submission of the PhD thesis to occur within 4 years of initial registration.

- The instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD can be obtained from the Registry website:
  
  [http://www3.imperial.ac.uk/registry/exams/thesisandvivas](http://www3.imperial.ac.uk/registry/exams/thesisandvivas)

- The student is personally responsible for the submission of the thesis to the College. (Note that the College has a word limit on the acceptable length for the thesis; please see the Registry website for current regulations. At the time of writing, this limit is 100,000 words for a PhD thesis. For more information on what is required for thesis submission, see Section 9 of this document.)

- If you cannot submit within 4 years due to mitigating circumstances then you and your supervisor will normally need to make a special case to the Director of Research for an extension. You will need to complete a ‘Late submission’ form which can be obtained from Kate Lewis.

- Your thesis should contain only your own writing. If you wish to copy anything, then that should be only a tiny part of the work (such as an equation), and it should be indicated clearly as being copied text by enclosing it with quotation marks and then giving the reference of the source. If you include any words which you have not written yourself, and you have failed to make it clear that those copied words are not your own original writing (that is: passing off someone else’s work as your own), then that is plagiarism, a form of academic fraud. If plagiarism is detected the College may impose severe disciplinary sanctions.

4. Health and Safety

4.1 General Safety, Workshop and Laboratory Registration

- All new students and Research Assistants will be given copies of the College and Departmental Safety Policy Statements by the Technician Head of Division or by the supervisor(s). This must be read before starting any experimental work.

- All new students and lab-active RAs are required to attend the Department’s Safety Lecture which is usually held in October (for students starting after this date, please see the website for more information).

- All new students who are required to use the Manufacturing Workshop need to attend a 2.5 day training workshop before they are allowed to use the facility. Please contact Kate Lewis if you are required to use the manufacturing workshop.

- Lab-active students and RAs will be inducted into the relevant division laboratories prior to the commencement of experimental work. Advice on these arrangements is provided by your supervisor(s) or the Technician Head of Division.

- All lab users must be authorised by the Head of Division or Technician Head of Division to do experimental work. All lab users are required to complete a “Registration of Lab-active Workers Form” and if required, a risk assessment for any activity involving the use of hazardous chemicals (COSHH form). These are available from the Technician Head of Division.
4.2 Registration of Lasers and Users. College policy requires every laser user to be registered with the Departmental laser safety representative (Professor A M K P Taylor). Please remember to notify him, with the approval of your supervisor(s), should you have to use lasers of any power output.

4.3 Chemical and Radiological Safety. There are strict rules governing the ordering and possession of chemical and radiological substances.

- All substance, including free samples, must be ordered through the Technician Head of Division who will require the associated COSHH safety form.
- Under no circumstances should any substance enter the Department without this form, which will also assist in the ultimate disposal of the substance.
- The total number of radiological sources which are allowed in a given building at any one time are strictly limited and the Technician Head of Division will advise prospective users on the correct procedures to be followed for the approval, ordering, “housekeeping” and disposal.

5. Centre for Academic English (CFAE)

5.1 The Requirement

Postgraduate research students who are not native speakers of English must fulfil the Imperial College London PhD Academic English Requirement as soon as possible after enrolling onto their PhD programme. This requirement is separate from and in addition to meeting the College entry requirements (IELTS, TOEFL, etc.). The aim of the requirement is to help and encourage students to work on their English language skills, particularly writing, and to ensure that they receive the necessary support throughout their PhD. The aim of the PhD English provision is to help international postgraduate research students to communicate their research as accurately and professionally as possible. The CfAE offers a range of courses at all levels as well as one-to-one consultations to respond to language needs related to your PhD. In addition, the CfAE aims to enhance your ability to represent your work in the wider academic community, particularly in relation to publications and conference participation.

5.2 Exemption from the Requirement

Students with a minimum English language proficiency of IELTS 8.0 overall (or equivalent test scores: TOEFL score of 110 overall or higher, Pearson PTE score of 76 overall or higher), or those who have studied a full undergraduate degree in a majority English speaking country will receive an email from the CfAE confirming formal exemption from the Imperial College London Postgraduate English Requirement within two weeks of enrolling onto their PhD programme. If exemption is granted on this basis, the student does not need to take an English assessment but is still eligible to take advantage of our higher level courses, workshops and 1:1 consultations at any point during the PhD.

Full information about the requirement can be found on the CfAE webpages: www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement

5.3 PhD Academic English Requirement
The PhD Academic English Requirement is aimed at evaluating students’ language ability in relation to the current and future linguistic demands of PhD study at Imperial. English Assessment 1 (EA1) identifies those students who might need or want to improve their academic English writing competence, and to ensure they are offered appropriate support. Depending on the result of the initial assessment, students may also be required to take English Assessment 2, which is a progress check, around the time of the Early Stage Assessment (ESA).

N.B. Neither assessment is a pass/fail event – rather, they are aimed at determining the students’ proficiency and progress in relation to the different stages and demands of PhD study.

Stage 1 – English Assessment 1

EA1 is an assessment of academic writing focusing on text organisation, sentence structure, grammar and academic vocabulary. It consists of writing a definition/explanation of a scientific term and a technical text, in addition to language tasks. The assessment duration is two hours. The writing courses offered to a student will depend on the results of the assessment. All results are reported to the student, Postgraduate Administrator and Director of Research:

- **LEVEL 1**: This indicates that there are significant problems with academic writing that need to be addressed within the first 9 months of the PhD. We strongly recommend that the student attends the 8-week *Preparation for Academic Writing* course and two 8-week academic writing modules (*Academic Writing 1*, followed by *Academic Writing 2*) during the first 9 months of the PhD. The student’s progress will be assessed in English Assessment 2 (EA2) around the time of the Early Stage Assessment (ESA).

- **LEVEL 2**: This indicates that there is a need to develop competence in academic writing within the first 9 months of the PhD. We strongly recommend that the student attends the 8-week *Academic Writing 1* course followed by *Academic Writing 2* during the first 9 months of the PhD. The student’s progress will be assessed in English Assessment 2 (EA2) around the time of the Early Stage Assessment (ESA).

- **LEVEL 3**: This indicates that the student would benefit from further language and writing development during the first 9 months of the PhD. We recommend that the student attends the 8-week *Academic Writing 1&2, Condensed* course during the first 9 months of the PhD. The student will not be assessed again.

- **LEVEL 4**: This indicates that the student has a high level of competence in academic writing. We offer advanced-level academic writing courses such as *Advanced Academic Writing* or *Writing a Research Paper*. The student will not be assessed again.

Stage 2 – English Assessment 2

EA2 is only to be taken by students who scored level 1 or 2 on EA1 and have completed both *Academic Writing 1* and *Academic Writing 2*. It is taken around the time of the Early Stage Assessment (ESA), which is usually nine months into the PhD. **Please note that the latest a student can take EA2 is 3 months after their ESA.**

EA2 is an assessment of academic writing focusing on text organisation, sentence structure, grammar and academic vocabulary. It consists of writing a definition/explanation of a scientific term and a technical
text, in addition to language tasks. The assessment duration is approximately 3 hours. The writing courses offered to a student will depend on what courses the student has already attended and the results of the assessment. All results are reported to the student, supervisor, Postgraduate Administrator and Director of Postgraduate Studies.

- **LEVEL 1**: This indicates that there are still significant problems with academic writing. At this stage of the PhD, the student is not yet able to communicate appropriately and will be invited to a feedback session with a CfAE tutor to review the assessment. At this feedback session, we will discuss a plan for development and progress, as well as specific recommendations related to the student’s language/writing needs. We strongly recommend that the student begins by attending the *Post-EA2 Improving Academic Writing* course.

- **LEVEL 2**: This indicates that there is still a need to develop competence in academic writing. At this stage of the PhD, the student is not yet able to communicate complex information accurately and unambiguously. The student may be invited to a feedback session with a CfAE tutor to review the assessment and to discuss a plan to ensure continued development and progress. We generally recommend that the student begins by attending the *Post-EA2 Improving Academic Writing* course.

- **LEVEL 3**: This indicates that the student would benefit from further language and writing development. The student can communicate reasonably well but is not always able to control and organise complex information. We suggest that the student begins by attending the *Advanced Academic Writing* course.

- **LEVEL 4**: This indicates that the student has a high level of competence in academic writing. The student can communicate, control and organise complex information. We suggest that the student considers the *Advanced Academic Writing* course or the *Writing a Research Paper* course.

6. Postgraduate Student-Staff Committee

Representatives from each research division are elected to the Postgraduate Student-Staff Committee. The committee has been formed in order to enable you (through your representative) to voice your opinions, complaints and so on. It is in your interest to take an active part.

7. Information and Communication Technologies (ICT)

An introduction to ICT services is held during the start of session induction week.

Prior to using College ICT facilities, all students and RAs need to ‘activate’ their computer accounts. You would have completed this process during the online application process. At this time you were required to read, understand and comply with the college Conditions of Use of IT Facilities.

Full information may be found on the ICT web pages at [http://www3.imperial.ac.uk/ict](http://www3.imperial.ac.uk/ict). It is your responsibility to ensure that you are not in breach of these conditions.

7.1 College ICT services
Details of all College ICT services can be found at http://www3.imperial.ac.uk/ict. Alternatively, visit the ICT Service Desk, level 4, Sherfield Building (ext 49000, e-mail service.desk@imperial.ac.uk). These webpages also include details of the ICT Print Service where you can view a list of your pending print jobs, manage your print jobs, and check on the status of your prepaid credit on your account.

For any computing problems you can go to the Drop-in-Centre, room 786, and see a member of the ICT support team any weekday between 12 noon and 1pm.

The Departmental IT Manager is Dr Nicholas Cinosi, he is located in room 768, ext 49681, e-mail n.cinosi@imperial.ac.uk.

7.2 Departmental PC Cluster (for UGs and MSc students only)

It should be noted that the Departmental facilities provided in rooms 203, 761, 762 and 764 are for UG and MSc students only and these should not be used by PhD students and RAs, who should use facilities provided by their Research Divisions (see below).

7.3 Divisional facilities (for PhD students and RAs)

PhD students and RAs have their IT requirements provided by their research divisions. New research students not supported from project funds may be eligible for a new PC purchase funded by the Department. Research divisions maintain computer and printing facilities available for the exclusive use of members of the division. This typically includes a PC for individual use, standard software, printing facilities and dedicated workstations with specialist software for your research. You will be given details of the facilities available to you during your induction with your supervisor.

8. The Graduate School

8.1 About The Graduate School

As soon as you begin your postgraduate studies at Imperial College you automatically become a member of the Graduate School. Membership means you become part of a wider community, broadening and enriching your academic experience.

The Graduate school:
• provides a programme of professional skills training
• organises a number of special events throughout the year

Further information can be found at http://www3.imperial.ac.uk/graduateschool

8.2 The Graduate School Professional Skills Attendance Requirement

All research students are required to complete a number of Professional Skills courses as part of their PhD registration.

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

By the Early Stage Assessment student must have completed:
• A minimum of 2 professional skills courses plus the online plagiarism awareness course

OR

• A Graduate School retreat plus the online plagiarism awareness course

OR

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

By the Late Stage Review, students must have completed a further two Graduate School courses.

Please also see information at http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch/professionalskills
requirement

All research students must also complete the Plagiarism Awareness Online Course. Further information, including how to sign up for the course on Blackboard, is at http://www3.imperial.ac.uk/graduateschool/plagiarismawarenesscourse

9. Forms, Reports and Courses

The Registry web page for Research Student information is available on the college website. It describes the regulations made by the college and provides advice on good practice for research students and supervisors.

http://www3.imperial.ac.uk/registry/researchdegrees/phd

A Summary of the forms and reports to be submitted over a three year PhD degree is now listed. Please note that the Mechanical Engineering department has its own tailored ESA and LSR forms, which can be obtained at http://www.imperial.ac.uk/mechanical-engineering/study/phd/info-for-current-students/ or from Kate Lewis.

YEAR 1

Week 1: **College Registration.** All Research Students and First Year Research Assistants must register on-line with the College.

Month 1: You should attend the Departmental Safety Lecture.

Month 1: You should receive a copy of the “College Safety Policy Statement and Departmental Safety Policy” from your Technician Head of Division or from your supervisor(s).

Month 1: If your project involves experimental work, the **Registration of Lab Active Workers form** and the **COSHH/Safety form** must be completed and agreed with your supervisor(s), the relevant laboratory managers and the Technician Head of Division.

Month 1: **English Assessment for Non-Native Speakers of English.** Postgraduate research students who are not native speakers of English must fulfil the Imperial College London
Postgraduate English Requirement as soon as possible after registering for their PhD. Full information about the requirement can be found on the CfAE webpages: www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement.

Month 9: PhD Early Stage Review via oral interview/examination with the supervisor(s) and an independent assessor.

Prior to the interview/examination, the following document should be submitted to the supervisor.

A report should be produced by the student in advance of the meeting which describes:

(i) The scope of the project
(ii) A summary of the relevant literature
(iii) Work which has already been carried out
(iv) A clear programme for the pursuance and completion of the thesis.

There is a 20 page limit on the length of this report which should be adhered to strictly. After the interview/examination, the following should be submitted to the PG Office:

(1) **Early Stage Review Form**: Successful review of PhD progress. This form should be signed by ALL the supervisor(s) and the independent assessor.

(2) **Early Stage Review Report**: as prepared above, with any corrections/amendments requested by the independent assessor.

If a repeat of the English language assessment test was deemed necessary at the initial assessment in month 1, then the second test should be taken as part of the PhD Early Stage Review procedure. Progression will not take place until the second test is passed and you may be placed on an MPhil.

Month 12: Write a short progress report for your supervisor(s) to read and discuss with you.

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YEAR 2

Month 1: **College Registration.** All Research Students must register on-line with the College.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you.

Month 6-12 Students will have a PhD Late Stage Review between 18-24 months after initial registration. This will consist of two elements: (i) Written evidence of progress and (ii) an oral presentation. (see section 3.3 for full details).

The results of the Late Stage Review will be recorded on a Late Stage Review Form and submitted to the PG Office.

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YEAR 3
Month 1: **College Registration.** All Research Students must register on-line with the College.

Month 4-6: **Appointment of Examiners Form / Exam Entry Form.** This form, together with a description of the thesis and the reproduction of thesis form, must be submitted electronically at least four months before the submission of the thesis to Kate Lewis. The form should be downloaded from [http://www3.imperial.ac.uk/registry/researchdegrees](http://www3.imperial.ac.uk/registry/researchdegrees). Students should complete section A of this form and then send it on to your supervisor for completion and onward forwarding to Kate Lewis.

The thesis title must be approved by the College, and the examiners will be appointed. Note that the abstract entered on this form need not be identical to that in the PhD thesis (but the thesis title must be). This form and the latest College regulations concerning the submission of theses are available on the registry website as above.

Month 6: Write a short progress report for your supervisor(s) to read and discuss with you.

Month 9-12 /Year 4: **Writing-up** Research students may apply to register as writing up (CRS) students for a maximum period of 1 year upon payment of a writing up (CRS) registration fee of £200.

The writing up (CRS) registration status cannot exceed one year and should usually follow immediately after the end of the student’s normal registration period.

Students will have the same privileges as all full-time students during the CRS period and will be eligible to be issued with Council Tax exemption certificates.

Month 9-12 Year 4: **Thesis Submission.** The student is personally responsible for the submission of the thesis to the College. (See section 3.8 of this document for more details).

For the requirements of a thesis including procedure, any length limitations and forms to be completed the current regulations should be consulted. [http://www3.imperial.ac.uk/registry/exams/thesisandvivas](http://www3.imperial.ac.uk/registry/exams/thesisandvivas)
Regulations for Students

1. 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.

2. Any student whose sessional fees or whose residence charges (including charges made by the Du Cane Housing Association) have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non-academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the College regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.
7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study.

A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final.

A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).

11. Students who make use of College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal data’ as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.
14. All students must familiarise themselves and comply with the College’s Student Intellectual Property Policy.

15. Students must ensure that their personal data on student e-service is kept up to date at all times including any change in their home or term time address or their emergency contact details.

16. Where a student has a pre-existing relationship, or develops a relationship during the course of study, with a member of staff such that there is a potential conflict of interest, especially with regard to the student’s assessment, the student and member of staff must declare this in confidence to the Head of Department at the start of the course of study or at the point at which the relationship has started if this is during the course.

Council, July 2012