

# Imperial College London

Faculty of Engineering  
Department of Mechanical Engineering

Postgraduate Research

## Student Handbook

2022-23



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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 very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching, learning, supervision, and services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department and the Graduate School. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like writing your literature review or simply having someone to talk to.

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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



## Our Principles

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

### **Imperial will provide through its staff:**

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

### **Imperial will provide students with:**

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

### **Imperial students should:**

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

### **The Imperial College Students' Union will:**

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



[www.imperial.ac.uk/students/our-principles](http://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 the College requires that the document is discussed at the first meeting between a main supervisor and a new student. It should be noted that this is not exhaustive and that the student and supervisor may wish to discuss and personalise each point to suit.

 [www.bb.imperial.ac.uk/bbcswebdav/xid-11805859\\_1](http://www.bb.imperial.ac.uk/bbcswebdav/xid-11805859_1)

## Cornerstone

In April 2022 the Cornerstone Programme was launched. This dedicated umbrella support and development programme helps Imperial's doctoral supervisors better support and guide their students throughout the PhD journey. Cornerstone was developed by experts from across College in partnership with doctoral students. The programme includes a new online self-paced course for supervisors and a website hub where all information and resources to support doctoral supervision at Imperial are available. The new online course is mandatory for all new supervisors and is available for all supervisors to access at any time to keep up to



date with College supervisory processes and to enhance their supervisory practice. In addition, every six years, all supervisors are required to attend a Focus on Best Practice in Supervision CPD workshop tailored to their Department. Cornerstone is a continually evolving provision and welcomes feedback from supervisors and students – please contact Dr Victoria Crossley, the Cornerstone Programme Lead.

 [v.crossley@imperial.ac.uk](mailto:v.crossley@imperial.ac.uk)

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

## 2. Welcome from the Graduate School



### **Welcome to Imperial College London and the Graduate School!**

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities. Our programme is offered to you through multi-mode delivery so that you can access it wherever you are in the world.

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

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

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

## The Graduate School

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

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

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



### Professional skills courses

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



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

All courses can be booked online.

### Contact us



Level 3, Sherfield Building, South Kensington Campus



020 7594 1383



[graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)



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

## Imperial Mobile app

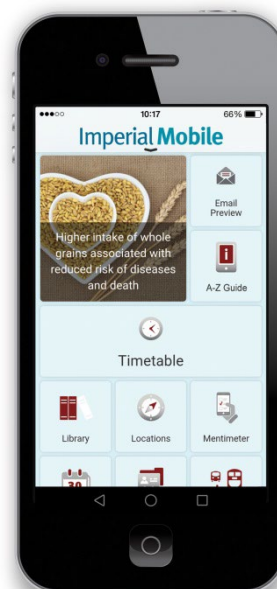
Don't forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool.

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

## Welcome to Imperial app

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

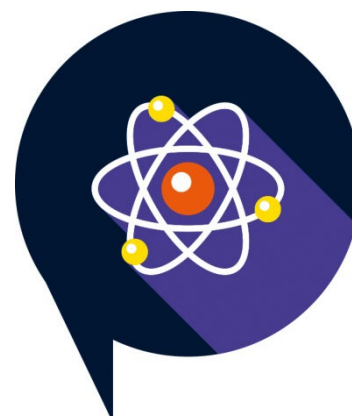
You can download the App from the Apple or Google App Stores.



## Imperial Success Guide

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

 [www.imperial.ac.uk/students/success-guide/pgr/](http://www.imperial.ac.uk/students/success-guide/pgr/)





## Key Dates 2022-23

### Term dates

Autumn term:	1 October 2022 - 16 December 2022
Spring term:	7 January 2023- 24 March 2023
Summer term:	29 April 2023 - 30 June 2023

### Closure dates

Christmas/New year:	24 December 2022 - 2 January 2023 (College reopens on 3 January 2023)
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Easter Holiday:	6 April 2023 – 12 April 2023 (College reopens on 13 April 2023)
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Early May Bank Holiday:	1 May 2023
Spring Bank Holiday:	29 May 2023
Summer Bank Holiday:	28 August 2023

### Key events

Great Exhibition Road Festival:	17 June 2023 – 18 June 2023
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## 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**




City and Guilds Building

South Kensington Campus

London, SW7 2AZ

### Registry (located 3<sup>rd</sup> floor, Sherfield Building)

All new students are required to complete our online registration process before the term begins. You can register online 30 days before the course's start date. You will receive an email when your online registration window opens, including instructions on how to activate your College computer account and login to our online student portal, [My Imperial](#).

-  [Imperial College London 'New Students' website](#)
-  [Activate your computer account](#)
-  [Special information for international students](#)

## Maps

Campus maps and travel directions are available at:

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

### Accounts

For project and general accounts please visit the Finance Office in room 577A, or email them at [me-finance@imperial.ac.uk](mailto:me-finance@imperial.ac.uk)

### 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.**

### 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/>, 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** - There are cash machines on level 1 of the Sherfield Building and in the entrance hall of the City & Guilds building.

## Accessibility

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

 [www.accessable.co.uk/organisations/imperial-college-london](http://www.accessable.co.uk/organisations/imperial-college-london)

## Smoke-Free Policy

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

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## SafeZone

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



SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit [www.imperial.ac.uk/campus-security](http://www.imperial.ac.uk/campus-security) for more details about SafeZone.

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

## Changes due to Coronavirus (COVID-19)

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

 <https://www.imperial.ac.uk/about/covid-19/students/>

## 2. Introduction to the Department

### Welcome from the Head of Department



Welcome to the Department of Mechanical Engineering!

Congratulations on gaining admission to study for your PhD in our department. We are very happy to have you joining us, and that, despite the pressures of the pandemic, we are able to maintain PhD research programmes working on our campus.

Our department is one of the world's leading centres of education and research in Mechanical Engineering. We pride ourselves on our distinguished tradition of excellence. You will have access to an outstanding research environment, with supervision by leaders in their fields and access to advanced facilities. There will be many opportunities to develop your research, professional and personal skills and you will be supported in this throughout. You will find this rewarding, but also challenging, so you will need to work hard and to take full advantage of the many opportunities available to you. I wish you success in your study.

I also hope that you will be able to make the most of the wide range of other activities that will be open to you in the department, College, and in and around London. This is a unique time for you, to participate in a fantastic opportunity and at the same time to develop lifelong interests and friendships.

*Professor Mike Lowe FREng*  
Head of Department

### Welcome from the Director of Research



Let me start by saying how delighted and excited I am to be joined by our new cohort of PhD students!

You play a vital role in our community and are at the core of our activities and the reason for our success. You join a world-leading Institution and a Department whose research is first-class and drives innovation in many different areas. The

expertise and resources you have access to will enable you to produce outstanding fundamental research and shape up our future through excellent engineering.

We look forward to welcoming you and to embed you in our research groups. Our academic and administrative team will make sure your experience at Imperial is



unique and you grow both as a human being and as a future research leader. We will do our best to create the most inclusive and conducive environment for you to thrive during your PhD.

*Professor Daniele Dini FREng*

Director of Research

### **Welcome from Departmental Representative**



Welcome to the Department of Mechanical Engineering and congratulation on joining the new cohort of PhD students! Ahead of you are 3-4 exciting years where you will be able to grow personally and professionally in an excellent research environment.

I am the PhD student representative for the Mechanical Engineering Department and will therefore communicate and discuss your views and feedback in the Student-Staff Committee meetings (comprising of the Director of Research, Senior Tutor postgraduate representatives, Librarian, Wellbeing Adviser, Postgraduate Administrator as well as the cohort and division student representatives). In addition to that, I will represent your voice in the Faculty of Engineering staff-student committee where all the Departmental representatives meet with the Director of the graduate school, faculty senior tutor as well as other relevant parties of the student union to discuss PhD students' experience and feedback.


Hence always feel free to contact me if you have any questions or suggestions and I wish you all the best in your PhD journey!




*Paul Sandmann*

ME Departmental Representative

## Academic and Administrative staff



 Professor  
Daniele Dini  
Director of Research

 Room 669  
 +44 (0) 207 594 **7242**  
 [d.dini@imperial.ac.uk](mailto:d.dini@imperial.ac.uk)






 Dr Salvador  
Navarro-Martinez  
Deputy Director of  
Research


 Room 616  
 +44 (0) 207 594 **9229**  
 [s.navarro@imperial.ac.uk](mailto:s.navarro@imperial.ac.uk)




 Dr Christoph  
Schwingshackl  
Deputy Director of  
Research


 Room 559  
 +44 (0) 207 594 **1920**  
 [c.schwingshackl@imperial.ac.uk](mailto:c.schwingshackl@imperial.ac.uk)



 Dr Amir Kadiric  
Senior Tutor (PGR)


 Room 672  
 +44 (0) 207 594 **1717**  
 [a.kadiric@imperial.ac.uk](mailto:a.kadiric@imperial.ac.uk)



 Dr Soraia  
Pimenta  
Deputy Senior Tutor  
(PGR)


 Room 521  
 +44 (0) 207 594 **3784**  
 [soraia.pimenta@imperial.ac.uk](mailto:soraia.pimenta@imperial.ac.uk)



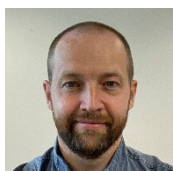
 Dr Julie Varley  
Adviser to Female  
Students


 Room 459  
 +44 (0) 207 594 **7089**  
 [j.varley@imperial.ac.uk](mailto:j.varley@imperial.ac.uk)






 Naomi Jackson-  
MacFarlane  
Wellbeing Adviser


 Room 659  
 +44 (0) 207 594 **7030**  
 [n.jackson-macfarlane@imperial.ac.uk](mailto:n.jackson-macfarlane@imperial.ac.uk)



 **Dr Tom Reddyhoff**  
Careers Adviser

 Room 670  
 +44 (0) 207 594 **3840**  
 [t.reddyhoff@imperial.ac.uk](mailto:t.reddyhoff@imperial.ac.uk)



 **Ms Kate Lewis**  
Postgraduate Administrator

 Room 667  
 +44 (0) 207 594 **7022**  
 [kate.lewis@imperial.ac.uk](mailto:kate.lewis@imperial.ac.uk)

## Departmental Information

 <https://www.imperial.ac.uk/mechanical-engineering>

### 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. The Department has [three Divisions](#), all delivering research across a wide range of topics and academic disciplines. Work includes analytical, experimental and numerical modelling and is aimed at addressing important issues related to various industrial applications and healthcare.

### 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 (488C) 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 p. 17)

### 3. Departmental Procedures

#### Departmental Induction

##### Registration

- All students, new and continuing, must register online at their My Imperial account for each academic session by the end of the first week of the session. See the Registry information for further instruction at

<https://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/>

##### 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.

##### Induction

- All October 2022 cohort students will be expected to attend the compulsory timetabled lectures in person during the first week of term. Those who join us after this first week will have the option of a one-on-one induction with the Postgraduate Administrator Kate Lewis in 667 or on Microsoft Teams.
- 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.

#### Conferences

Every PhD student is strongly encouraged to attend national and international conferences, symposia and workshops, as this is an integral part of the students' training, and it is an extremely valuable part of their experience. Students should be provided with financial support to attend at least one international conference via their project budget (e.g. annual budget allocated for departmental studentships; this is in the first instance the responsibility of their first supervisor. Also, note that the College offers many opportunities (e.g. Imperial College Trust and [Old Centralian's Trust](#)) and there are a [number of other sources to be considered for travel awards](#), which will help secure you enough funds to attend conferences. In case there is some specific need and other sources of funding cannot be considered, please contact the Department (Daniele Dini and Kate Lewis in the first place) to discuss your needs for extra support.



## Professional Skills

All doctoral students are expected to complete 4 Graduate School Professional Development credits as part of their doctoral degree registration. In addition to this, all doctoral students must complete mandatory plagiarism awareness training by their Early Stage Assessment (ESA).

The Graduate School's Professional Development attendance requirement exists in order to ensure that all students receive a broad range of skills development training while at Imperial and have the opportunity to engage with students from outside their programme and in different departments.

See the Graduate School's website for details:



[www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/)

## English Language Requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:



[www.imperial.ac.uk/study/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

For information on English language support available while you're here, see page 36.

## After Registration

After fulfilling the English language entry requirement for admission, all doctoral students must fulfil the Imperial College London **Doctoral Academic Communication Requirement**. This is done through taking Doctoral Academic Communication Requirement Assessment 1 (DACR A1). Depending on the result of this initial assessment, students may also need to have a progress check (Doctoral Academic Communication Requirement Assessment 2), as part of the Early Stage Assessment (ESA) carried out by their department.

See the Centre for Academic English website for details, assessment dates and registration links:



[www.imperial.ac.uk/study/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

## Exemption from the Requirement

- Valid\* 4-year undergraduate degree studied in full within a [majority English speaking country](#)
- Valid\* IELTS 8.0 overall (minimum) at the time of fully registering onto the doctoral programme
- Valid\* TOEFL 110 overall (minimum) at the time of fully registering onto the doctoral programme

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

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

## Attendance and Absence

You must inform your Supervisor 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. It may be possible for some flexibility to be arranged following discussion with your supervisor, if you feel remote study is necessary.

Postgraduate Research students should contact their supervisor for support and guidance if they are being impacted by personal circumstances in their research. This may include making a request under the Late case request process.

Postgraduate Research students undertaking taught elements of a doctoral programme of study (i.e. EngD and CDT) should also refer to the [mitigating circumstances policy and procedure](#).

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

## Holidays

Research Students may take six weeks holiday a year by arrangement with their supervisor. These weeks are in addition to the College closure weeks at Christmas and Easter.

College closure days can be found on the following webpage:

 <https://www.imperial.ac.uk/human-resources/leave/college-closures/>

## Health and Safety Information

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

Your first point of contact will be the Department's safety officers listed below.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:

 [www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/](http://www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/)

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

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

The Department's Health and Safety Site is at:

 <https://imperiallondon.sharepoint.com/sites/foe/MechEng/safety/SitePages/Mech%20Eng%20Safety%20Home.aspx>

## Your Departmental safety contacts are:



Julia Easton

Technical Operations  
and Safety Manager



Room 455



+44 (0) 207 594 **7700**



[j.easton@imperial.ac.uk](mailto:j.easton@imperial.ac.uk)



Efthymia Bekiri

Laboratory Technician  
and Safety Officer



Room 114



+44 (0) 7849 017651



[e.bekiri@imperial.ac.uk](mailto:e.bekiri@imperial.ac.uk)



Andrew Wallace

Teaching Workshop  
Manager



Room



+44 (0) 207 594 **7015**



[a.k.wallace@imperial.ac.uk](mailto:a.k.wallace@imperial.ac.uk)



Alex Taylor

Department Laser  
Safety Officer



Room 618



+44 (0) 207 594 **7042**



[a.m.taylor@imperial.ac.uk](mailto:a.m.taylor@imperial.ac.uk)

### The College Safety Department

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

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

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

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

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



[www.imperial.ac.uk/safety](http://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.

### 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 Student Teaching Workshop need to attend a 2 day training workshop before they are allowed to use the facility. When this training is available Kate Lewis will provide instructions for signing up.
- Lab-active students and RAs will be inducted into the relevant division laboratories prior to the commencement of experimental work. These inductions will be carried out by the technician responsible for the laboratory concerned. Advice on these arrangements is provided by your supervisor(s) or the Technical Head of Division.
- All lab users must be authorised by the Head of Division or Technician Head of Division to do experimental work. **A general risk assessment will be required for all lab activity** as well as additional specific assessments depending on the hazards involved, for example Coshh assessment, compressed gas assessment, laser risk assessment etc. The forms are available on the department safety webpages – risk assessment page links.

### Registration of Lasers and Users.

College policy requires every laser user to be registered via the Department's [laser safety webpage](#).

### 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 for the lab, 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 use of radioactive substances must be agreed with the College Radiation Team.

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



## 4. Doctoral Milestones & Departmental Requirements

### Doctoral Milestones and Progress Reports

PhD Progression reviews will occur twice following initial registration. The Early Stage Assessment must be completed and passed by the end of your first year and the Late Stage Review by the end of your second year. ESA and LSR forms can be obtained from Kate Lewis ([kate.lewis@imperial.ac.uk](mailto:kate.lewis@imperial.ac.uk)). It is your responsibility to ensure these milestones are completed on time and the completed forms submitted to Kate Lewis.

#### 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.

#### Early Stage Assessment (12 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.

Although the ESA completion deadline is 12 months after your start date, to allow for students to retake the exam should they fail the first time, students must therefore complete their ESA examination by 10 months.

The College requires us to check all ESA reports for plagiarism so you must submit your report to Turnitin on Blackboard before your deadline. **This means you have TWO deadlines to meet: the first for your report (9 months), the second for your exam (10 months).**

#### ESA Timeline summary:

Submission of ESA report	9 months
Examination	10 months
Resit of ESA examination and completion (if required)	12 months

If for any reason you are not able to meet your ESA deadline please discuss this with your supervisor and ask him/her to submit a case for an extension outlining the reasons for the delay and the length of extension required to me (PGR Administrator) at least 4 weeks before the 10 month deadline. Note that extensive experimental work and results obtained in the laboratory are not necessarily needed to finalise the ESA, which is about demonstrating the knowledge of what is required to perform the research for your project and your capability to conduct research in this area after having outlined a clear plan for the remaining part of the PhD.

**Please note you must have completed your oral examination with an independent ESA Assessor (please arrange this as early as possible) BY 10 MONTHS.**

Please follow the steps below to ensure you complete this milestone by the deadline.

1. Produce a 20-page report (guidance below).
2. Ensure your supervisor has nominated an ESA assessor to conduct the exam. The assessor must be approved by the Director of Research, Professor Daniele Dini or his deputy, Dr Salvador Navarro-Martinez.
3. Arrange a time with your ESA assessor for the oral examination. Please note, your assessor will download your report from Turnitin.
4. Log into Blackboard > 'MECH – ME9 PhD Program 2022 – 2023 ESA Turnitin'
5. 'Early Stage Assessment – March 2022 starters'
6. Upload your report\*  
\*Please note Turnitin has file requirements including file size limits of 100MB. See the guidance document for tips on how to reduce file size.  
  
\*\* You have ONE chance to upload your report. Your first submission is **final**.
7. After your exam, please return the completed [Early Stage Assessment Form](#) to me by email. It is your responsibility to ensure your assessor and supervisor complete their sections of the form before you submit it to me.

Questions relating to security and confidentiality can be found in this [FAQ document](#).

## **THE REPORT**

The page limit for this report is 20 pages. The page limit should include figures and captions but should exclude references. 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 (24 months)

Please note: the below guidance may be subject to change as the College reviews its rules for plagiarism checks.

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).

### Progress Review

When you are approaching the 36 month mark (72 for PT) you will be asked by the PG Administrator to confirm your intentions for the final stage of the PhD. A progress review will be conducted with your supervisor, and, providing all experimental work and collection of material relating to your thesis is complete, you will be able to enter Writing Up. Students in the writing up stage will no longer be required to pay tuition fees.

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.

### Writing-Up

This period is capped at a maximum of twelve months in duration for full-time students, and twenty-four months for part-time students. At the end of the writing up stage, you are required to submit your thesis. If you go over the maximum duration, you will be required to submit a Thesis Extension Request.

A student who still has experimental or data collection work to perform at this stage cannot move in to writing up status. Students in this position will have their active research period extended and will be liable for full fees for the additional period. An extension to the active research period will not result in an extension to the thesis submission deadline; in such cases, the writing up allowance will be reduced.

Students are expected to submit an [Exam Entry Form](#) via My Imperial at least four months before they would like to submit their thesis.

Students writing up will have the same privileges as all full time students, e.g. they retain library access and **remain eligible to be issued with Council Tax exemption certificates**.

### 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>

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.

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

 [Turnitin Guidance for Students | Study | Imperial College London](#)

 [Plagiarism-issues-in-theses.pdf \(imperial.ac.uk\)](#)

## 5. Academic and Administrative Support

### Departmental Support

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:

#### Supervisors

Your main point of contact will be your primary supervisor, with your second supervisor on hand to provide more support should it be necessary. It is extremely important for you to discuss supervisory arrangements with your supervisor and the support team (which may also include Assistant Supervisors and senior researchers in your group) as soon as you start and to keep reassessing your needs throughout the duration of your PhD. There are many

resources to consider and a lot of willingness to support your experience both at departmental and College level.



[Roles and Responsibilities](#)



[Mutual Expectations](#)

### **The Director(s) of Research**

The Department's Directors of Research provide direct support for all research matters, from making sure milestones are completed and approved to guaranteeing that PhD students have all the resources they need to perform their research. They are the immediate point of contact outside your PhD supervisory team and also look after all the administrative issues linked to your progression through the PhD, including financial support if needed.



[d.dini@imperial.ac.uk](mailto:d.dini@imperial.ac.uk)



[s.navarro@imperial.ac.uk](mailto:s.navarro@imperial.ac.uk)



[c.schwingshackl@imperial.ac.uk](mailto:c.schwingshackl@imperial.ac.uk)

### **Senior Tutor (PGR)**

The Department's Senior Tutors (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time – what you discuss will be completely confidential.

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



[a.kadiric@imperial.ac.uk](mailto:a.kadiric@imperial.ac.uk)



[soraia.pimenta@imperial.ac.uk](mailto:soraia.pimenta@imperial.ac.uk)

### **Postgraduate Administrator**

The PG Administrator is a key source of information and help, providing you with advice, information and guidance as appropriate.



[kate.lewis@imperial.ac.uk](mailto:kate.lewis@imperial.ac.uk)

### **Research Support Officers**

Research Support Officers, or Divisional Secretaries, will provide you with day-to-day administrative assistance, such as making online orders, booking travel and desk allocation.



<https://www.imperial.ac.uk/mechanical-engineering/people/administrative-staff/>

### **Careers**

Any course student who is in need of careers advice or assistance in finding employment should contact Dr Tom Reddyhoff (room 670) as soon as possible. Research students are also invited to seek assistance in their final year.



[t.reddyhoff@imperial.ac.uk](mailto:t.reddyhoff@imperial.ac.uk)



### Wellbeing Adviser

Our Student Wellbeing Adviser Naomi Jackson-MacFarlane provides a space for you to discuss anything that's on your mind in confidence.



<https://www.imperial.ac.uk/engineering/study/current/student-wellbeing-advisers/>



[n.jackson-macfarlane@imperial.ac.uk](mailto:n.jackson-macfarlane@imperial.ac.uk)

## 6. Examination Procedures

### My Imperial - Postgraduate Research Milestones

You will be able to upload and submit your exam entry form, thesis declaration form and thesis online, as well as view up-to-date information about your Early Stage Assessment, Late Stage Review and Viva Examination milestone status.

You will receive email notification when online access to Postgraduate Research Milestones is available to you. Access is via My Imperial using your College single sign-on.



<https://my.imperial.ac.uk/>

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



[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf)

### Vivas

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

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

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

## 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 Assessment Records team



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

## Plagiarism

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

Plagiarism is considered academic misconduct and must be avoided, with particular care on coursework, essays, reports and projects written in your own time but 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 work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

For further information, please see:



[www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/](http://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. You will be expected to run your early stage assessment through the Turnitin software – your department will be able to give you further information about this process.



[www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/)

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early Stage Assessment. It aims to equip Imperial PhD students with a working knowledge of the concept

of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College's [Examination & Assessment: Academic Integrity Policy](#).



<https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/ensuring-integrity/>

## Collusion:

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

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

## Dishonest practice

This is the most serious category under the procedure. 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.

## 7. 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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)


### Unsatisfactory Progress

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

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

### 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:

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


### Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College's Misconduct Policy and Procedures.

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

### Appeal Procedures

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


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

## Student Complaints

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.


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

 [student.complaints@imperial.ac.uk](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://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/](http://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/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)

[The Graduate School provides training on Copyright:](#)

[Ensuring Integrity | Study | Imperial College London](#)

## Intellectual Property Rights Policy

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

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

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

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

 [www.imperialenterpriselab.com/support/experts-in-residence](http://www.imperialenterpriselab.com/support/experts-in-residence)

The Graduate School provides training on Intellectual Property:

[Ensuring Integrity | Study | Imperial College London](#)

## 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/>



## Employment During Studies

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

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

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

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

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

[GTA-Framework Updated-May-2021.pdf \(imperial.ac.uk\)](#)

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

## Study Leave

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



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

## Interrupting your Studies

An interruption of studies means taking a temporary break from your studies. The break may be needed for health-related, financial or other personal / work-related reasons. If you decide to pause your studies your student status will change (you will still be registered but not enrolled). This may affect things like your funding, your right to remain in the UK or services that depend on being a current student. It is important you understand the implications of taking an interruption so please ensure you speak to your supervisor and/or the Senior Tutor (PGR) before submitting an application.

Applications are made online via My Imperial.



<https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/>

## Ionising Radiation Safety

The College has strict procedures to deal with Ionising radiations, which are used extensively within research and teaching at Imperial College London. A safety management system has been established to ensure that work is planned and completed in a manner that restricts, as far as reasonably practicable, the exposure to ionising radiation of those carrying out the work and of others who could be affected by the work. A list of Codes of Practice and Guidance is provided in the [Guidance Document List](#) and at the link below.



<https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/ionising-radiation-safety/>

## Ethics

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



[www.imperial.ac.uk/research-ethics-committee](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.



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

## General Data Protection Regulation (GDPR)

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

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



[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/ICL---Privacy--Notice-for-Students-and-prospective-students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/ICL---Privacy--Notice-for-Students-and-prospective-students.pdf)

## 8. Animal Research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:

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

## 9. Wellbeing and Support

### Student Support Zone

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

 [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

### Departmental Support and Faculty Senior 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:

#### Senior Tutor (PGR)


The Department's Senior Tutor (PGR) can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential.

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

#### Your Senior Tutor (PGR) is:

 Dr Amir Kadiric

 Room 672

 +44 (0) 207 594 1717

 a.kadiric@imperial.ac.uk

### Your Deputy Senior Tutor (PGR) is:

 Dr Soraia Pimenta  
 Room 521  
 +44 (0) 207 594 3784  
 soraia.pimenta@imperial.ac.uk

### Wellbeing Adviser

The Department's Wellbeing Adviser offers confidential, one-to-one sessions, as well as running workshops and events. You can arrange a meeting with her at any time during your studies.

### Your Wellbeing Adviser is:

 Naomi Jackson-MacFarlane  
 Room 659  
 +44 (0) 207 594 7030  
 n.jackson-macfarlane@imperial.ac.uk

### Faculty Senior Tutor

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

## Postgraduate Coaching and Research Degree Mediation

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

<https://www.imperial.ac.uk/study/pg/graduate-school/community-support/coaching/>

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

[Research Degree Mediation | Study | Imperial College London](#)

## Advice Services

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

### Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and

individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally at the South Kensington Campus on Level 5, Sherfield Building where the Careers Service is based.

Visit the Career Service's website to:

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

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


### **Student 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](http://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](mailto:student.funding@imperial.ac.uk)

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

 [www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](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](mailto:tuition.fees@imperial.ac.uk)

### **Imperial College Union 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](http://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](mailto:student.hub@imperial.ac.uk)


 [www.imperial.ac.uk/student-hub](http://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](mailto:student.hub@imperial.ac.uk)

 [www.imperial.ac.uk/study/campus-life/accommodation/](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-support-zone/your-health/doctor-and-dentist/](http://www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/)

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

 [www.imperialcollegehealthcentre.co.uk](http://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.imperialcollegedental.co.uk/](http://www.imperialcollegedental.co.uk/)


## Disability Support

### Disability Advisory Service

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

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

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

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)


### Departmental Disability Officers

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

#### The DDO in Mechanical Engineering is:

 Dr Fred Marquis

 Room 527


 +44 (0) 207 594 7040

 [a.marquis@imperial.ac.uk](mailto:a.marquis@imperial.ac.uk)

More information on Departmental Disability Officers is available at:

 [www.imperial.ac.uk/disability-advisory-service/support/ddos](http://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:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf)

## 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](http://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/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

## Library services

The Central Library at South Kensington is open around the clock for study space 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 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

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

## Religious Support

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

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

## Support for International Students

### English language support

The Centre for Academic English provides free in-session 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)

### 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](http://www.imperial.ac.uk/study/international-students)


## 10. Student Administration

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

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


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

### Student Records

 +44 (0)20 7594 7268

 [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree certificates

 +44 (0)20 7594 7267

 [certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

## 11. Work-life Balance

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

### Imperial College Union

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

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

### Graduate Students' Union

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

### Move Imperial

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

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

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

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

With an annual fee of £20 you will get use of the gym and swimming facilities on our campuses.

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

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

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



## 12. 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.

The Department will ask all Research students and their supervisors to complete a 6 monthly research assessment form where feedback is provided in both directions, with space for students to also provide confidential feedback to the PG Committee.

### 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 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)

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. Current committee members are as follows:

#### **Students Representatives**

Biomechanics	Sander Holthof	<a href="mailto:s.holthof@imperial.ac.uk">s.holthof@imperial.ac.uk</a>
Departmental Representative	Paul Sandmann	<a href="mailto:paul.sandmann18@imperial.ac.uk">paul.sandmann18@imperial.ac.uk</a>
Dynamics	TBC	
Mechanics of Materials	Joe Terry Richard Brooks	<a href="mailto:joseph.terry14@imperial.ac.uk">joseph.terry14@imperial.ac.uk</a> <a href="mailto:richard.brooks16@imperial.ac.uk">richard.brooks16@imperial.ac.uk</a>
Mechatronics	Annika Guez	<a href="mailto:annika.guez16@imperial.ac.uk">annika.guez16@imperial.ac.uk</a>
NDE	Evripides Georgiades Mateen Qadri	<a href="mailto:evripides.georgiades18@imperial.ac.uk">evripides.georgiades18@imperial.ac.uk</a> <a href="mailto:a.qadri@imperial.ac.uk">a.qadri@imperial.ac.uk</a>
Nuclear Engineering	Barnaby Wheeler	<a href="mailto:b.wheeler21@imperial.ac.uk">b.wheeler21@imperial.ac.uk</a>
Thermofluids	Harry Mitchell Rikesh Amin	<a href="mailto:harry.mitchell15@imperial.ac.uk">harry.mitchell15@imperial.ac.uk</a> <a href="mailto:rikesh.amin18@imperial.ac.uk">rikesh.amin18@imperial.ac.uk</a>
Tribology	Roland Jones Marie-Louise Schlichting	<a href="mailto:r.jones21@imperial.ac.uk">r.jones21@imperial.ac.uk</a> <a href="mailto:m.schlichting20@imperial.ac.uk">m.schlichting20@imperial.ac.uk</a>
2020/21 Cohort Rep	Maria Raposo de Lima	<a href="mailto:maria.lima18@imperial.ac.uk">maria.lima18@imperial.ac.uk</a>

2021/22 Cohort Rep	Lemeng Zhang	<a href="mailto:lemeng.zhang20@imperial.ac.uk">lemeng.zhang20@imperial.ac.uk</a>
Social Rep	Stelios Kechagias	<a href="mailto:s.kechagias20@imperial.ac.uk">s.kechagias20@imperial.ac.uk</a>

### **Staff**

Director of Research	Daniele Dini	<a href="mailto:d.dini@imperial.ac.uk">d.dini@imperial.ac.uk</a>
Deputy Director of Research	Salvador Navarro-Martinez	<a href="mailto:s.navarro@imperial.ac.uk">s.navarro@imperial.ac.uk</a>
Senior Tutor (PGR)	Amir Kadiric	<a href="mailto:a.kadiric@imperial.ac.uk">a.kadiric@imperial.ac.uk</a>
Deputy Senior Tutor (PGR)	Soraia Pimenta	<a href="mailto:soraia.pimenta@imperial.ac.uk">soraia.pimenta@imperial.ac.uk</a>
Postgraduate Administrator	Kate Lewis	<a href="mailto:kate.lewis@imperial.ac.uk">kate.lewis@imperial.ac.uk</a>
Wellbeing Adviser	Naomi Jackson-Macfarlane	<a href="mailto:n.jackson-macfarlane@imperial.ac.uk">n.jackson-macfarlane@imperial.ac.uk</a>
Liaison Librarian, Engineering	Nicole Urquhart	<a href="mailto:n.urquhart@imperial.ac.uk">n.urquhart@imperial.ac.uk</a>
Facilities - Building Manager	Guy Fairhurst	<a href="mailto:g.fairhurst@imperial.ac.uk">g.fairhurst@imperial.ac.uk</a>

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.

## 13. Student Surveys

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

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

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

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

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

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

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

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

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

 [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)


## 14. 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.

 [www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/](http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/)

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

 [www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/teaching-opportunities/](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/teaching-opportunities/)

### 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.

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



[www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opa/](http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opa/)

## 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.



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

## 15. And finally

### Alumni Services

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

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free W-iFi, 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](http://www.imperial.ac.uk/alumni)

### Opportunities for Further Study

After you have completed a PhD in the Department of Mechanical Engineering, you may choose to apply for a position as a postdoctoral researcher or fellowship (note the College provides significant [support for career development](#) at this particular stage), MBAs and/or further courses to develop managerial skills, or for jobs in a wide range of industries (including software development), spin-off companies and consulting. Previous graduates have gone on to become e.g. permanent members of academic staff in other universities around the globe, senior scientist in national laboratories around the world, senior researchers in companies in the broadest range of engineering areas, engineering and business consultant, chief engineers and managers in large enterprises