

# IMPERIAL

**Faculty of Engineering**

**Department of Mechanical Engineering**



## Postgraduate Research Student Handbook 2025–26

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## **1. Welcome to Imperial**

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.

Imperial provides 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 by the Early Career Researcher Institute, the Careers Service, Library Services and other support services teams throughout your time here, as well as opportunities to meet students from across the university at academic and social events.

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.

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 Imperial and Imperial College Union agreed 'Our Principles'. This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

### **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 university 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 university.
- 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.

## Doctoral Proposition

### Imperial 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 university

#### **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



[www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/doctoral-proposition/](http://www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/doctoral-proposition/)

## Mutual Expectations for the Research Degree Student Supervisor Partnership

The Early Career Researcher Institute has worked with students and staff to produce a list of minimum expectations that students and supervisors can expect from each other, “our mutual expectations”. It is designed to facilitate conversations to establish effective partnerships and Imperial requires that the document is discussed at the first meeting between a main supervisor and a new student, plus at regular intervals thereafter. It also brings to light the Imperial Values, which students and supervisors should embed in the way they work together. This is a key document, so make it a priority to discuss with your supervisor.



[Mechanical Engineering Mutual Expectations Document](#)

## Cornerstone

In April 2022 the Early Career Researcher Institute (ECRI) launched the Cornerstone programme. 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 Imperial in partnership with doctoral students. The programme includes mandatory training for all new and experienced supervisors, as well as optional continuing professional development workshops. Cornerstone is a continually evolving provision and the Early Career Researcher Institute welcomes feedback from supervisors and students – please contact ECRI directly if you have any suggestions.



[www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/cornerstone/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/cornerstone/)



## Welcome from the Early Career Researcher Institute

### Welcome to Imperial and to the Early Career Researcher Institute!

The Early Career Researcher Institute works closely with Imperial College Union to enhance your experience and to ensure that when decisions are being made which affect your time at the university, your voice is heard.

Another important aspect of our role is to provide you with a free and exciting programme of professional development opportunities, delivered through a range of modes, so you can access these wherever you are in the world.

Our staff have a variety of research and other career experiences. Our professional development opportunities are designed to support you as you progress through your programme, but also to help you improve your personal impact, and be prepared for your chosen career, whether that is within academia, industry, government or something completely different!

Importantly, by attending our courses and workshops, you will meet students from other academic departments, enabling you to start building your research connections. We also deliver exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to have some fun!

Our primary way to communicate with you will be through our e-newsletter and our professional skills email bulletins. 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 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 university and your programme has to offer.



[www.imperial.ac.uk/early-career-researcher-institute/](http://www.imperial.ac.uk/early-career-researcher-institute/)

## Introduction from the President of Imperial College Union



shape your future.

Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial– this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The three deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk).

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

No matter what problems you have or opportunities you're looking for, we're here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Nico Henry, Imperial College Union President 2025-26



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)



[imperialcollegeunion.org](http://imperialcollegeunion.org)

## Key dates 2025–26

### **Term dates**

Autumn term:	27 September 2025 – 12 December 2025
Spring term:	03 January 2026 - 20 March 2026
Summer term:	25 April 2026 – 26 June 2026

### **Closure dates**

Christmas/New Year:	23 December 2025 - 02 January 2026 (Imperial reopens on 05 January 2026)
Easter Holiday:	02 April 2026 – 07 April 2026 (Imperial reopens on 08 April 2026)
Early May Bank Holiday:	04 May 2026
Spring Bank Holiday:	25 May 2026
Summer Bank Holiday:	31 August 2026

## My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial community.

Built by students and alumni, the ambition is for the app to reflect the real needs and ideas of the people who use it every day. We're developing it iteratively, constantly learning from our community and evolving the features that help all of us succeed at Imperial.

This is just the beginning. The app is still growing, and we're adding new functionality all the time—so download it, explore what's already there, and keep an eye out for updates and chances to get involved.

Available now on the **App Store** and **Google Play**.

### What we've built so far:

#### **Search & AI Chatbot**

Chat with an in-app assistant that pulls information from within the app, across the university's website and resources—delivering quick answers when you need them.

#### **Maps**

Explore 2D maps of all campuses, plus immersive 3D maps of South Kensington and White City. See services, navigate buildings, and find your way around campus with ease.

#### **Events**

Discover what's on across Imperial—from public lectures to Union events and society meetups. Set your preferences in Settings to tailor your feed, or use the *Welcome Week* filter to see what's lined up for new students.

#### **Timetable & Check-In**

If your department requires check-in, just use the app to register your attendance when you're on site. You'll also find a quick link to your full timetable in the browser.

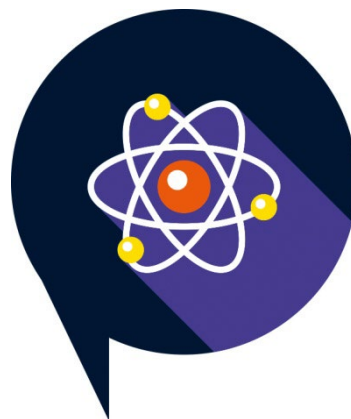
#### **Your Career**

- Browse the latest internships and job opportunities from the Careers Service—updated regularly to keep you connected with what's new.

## Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to university level study. More than just a study guide, it is packed with advice created especially for Doctoral students, including information 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/)



## Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all Departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.

 [www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/](http://www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/)

## Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.

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

## 2. 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

### **Facilities**

The Department's postgraduate office is located at CAGB 667.

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

 [www.imperial.ac.uk/estates-facilities/customer-services-centre/](http://www.imperial.ac.uk/estates-facilities/customer-services-centre/)

### **Library Services**

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library's skills support and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of over 637,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

For any questions library staff will be happy to help, simply chat with them online or contact them via email, phone or social media, just check the website for details:

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

### **Shuttle bus**

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

 [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

## Maps

Campus maps and travel directions are available at:



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

## 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 and the use of e-cigarettes, including vapes, by staff, students or visitors is not permitted on or within 20 metres of Imperial. The policy covers all university properties, including student accommodation and sports grounds.



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

## Security and Community Safety team

The Security and Community Safety team are here to help and support you 24/7. Our priority is protecting our students, staff and visitors from harm and making sure that the campus is a safe, welcoming and inclusive space.

How our team can help you:

- Assist in an emergency
- Deliver first aid
- Offer advice on personal safety
- Provide high-quality D-locks
- Issue ID cards
- Lost and found
- Signpost to mental health support

How can you contact us?

In case of an emergency, contact us through the SafeZone app (more below)

If you need to speak with us in-person, our Security and Community Safety Hub for all enquiries, parking requirements, and services including lost property and bike security is located at:

- Chemistry Building, Level 1, Room 171A (Use Chemistry 2 Main Entrance)
- Open Monday–Friday, 8am–4pm. Visit Wells Way Cabin (Located behind the Abdus Salam Library and Sherfield) for out-of-hours enquiries.

Our ID Card Services Office is located at:

- Sir Alexander Fleming Building G53

## **SafeZone**

SafeZone is an Imperial app through which you can quickly and directly contact the Security and Safety 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 and Community Safety 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 Imperial 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 university 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/admin-services/security/safezone/](http://www.imperial.ac.uk/admin-services/security/safezone/) for more details about SafeZone.

All existing phone numbers for the Security and Community Safety team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone.



### 3. Introduction to the Department

#### Welcome from 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 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 Ricardo Martinez-Botas*

Head of Department

#### Welcome from Director of Postgraduate Studies



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, serving as the heart of our activities and the driving force behind our success. By joining us, you become part of a world-leading institution and a department renowned for its first-class research and innovation across many different areas. The expertise and resources at your disposal will empower you to conduct

groundbreaking fundamental research and shape our future through excellent engineering.

We look forward to welcoming you and to embed you in our research groups. Our dedicated academic and administrative teams are committed to ensuring your experience at Imperial is exceptional, supporting your growth both as an individual and as a future research leader. We will do our best to create the most inclusive and supportive environment for you to thrive during your PhD.

*Dr Jun Jiang*

DPGS

## Welcome from your PGR Student Representative



A very warm welcome to the Department of Mechanical Engineering at Imperial College London! I would like to offer you my most heartfelt congratulations on becoming a part of a caring community that strives for excellence. You are now part of a university ranked 1<sup>st</sup> in Europe and 2<sup>nd</sup> in the world by QS World University Rankings 2025, and a department that proudly holds the 1<sup>st</sup> position in the UK according to The Guardian University Guide 2025.

As the postgraduate research departmental representative, I am delighted to support you throughout your journey here. Embarking on a doctoral course marks a significant and rewarding milestone, offering numerous opportunities for intellectual advancement, research excellence, and personal growth. In my role, I am committed to ensuring that your perspectives are acknowledged and represented within both the Departmental Student-Staff Committee and the Faculty Staff-Student Committee. Your feedback is crucial, and I encourage you to share any questions, suggestions, or concerns you may have—whether they pertain to your academic experience, well-being, or the broader campus environment.

I look forward to share the coming academic year with you, and extend my best wishes for a successful and fulfilling PhD journey.

*Alexander Castagna* MEng FFSC MInstP ACGI AMIMechE

## Research Postgraduate in Fire Science

### Mechanical Engineering Research Postgraduate Departmental Representative

## Academic and administrative staff



Dr Jun Jiang

Director of  
Postgraduate Studies



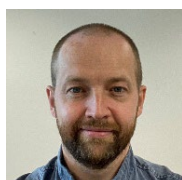
Room 523



+44 (0) 207 594 **7175**



[jun.jiang@imperial.ac.uk](mailto:jun.jiang@imperial.ac.uk)



Dr Tom  
Reddyhoff

Deputy Director of  
Postgraduate Studies



Room 670



+44 (0) 207 594 **3840**



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



Professor  
Guillermo Rein

Director of Research



Room 614



+44 (0) 207 594 **7036**



[g.rein@imperial.ac.uk](mailto:g.rein@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)



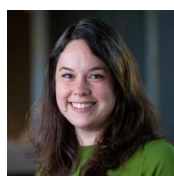
Room 672



+44 (0) 207 594 **1717**



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



Dr Monica  
Marinescu

Deputy Senior Tutor  
(PGR)



Room 722




+44 (0) 207 594 **7091**




[monica.marinescu@imperial.ac.uk](mailto:monica.marinescu@imperial.ac.uk)



 Dr Janet Wong


Adviser to Female  
Students

 Room 671

 +44 (0) 207 594 **8991**


 [j.wong@imperial.ac.uk](mailto:j.wong@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 190 Postgraduate Research Students, there are about 50 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. Your Supervisor and Research Support Officer will ensure you have a suitable working space (including desk and chair), and you should approach them if you have any concerns regarding this.

### Computing Facilities

Computers are usually provided in research student rooms by either the Section or the Department. You should discuss your computer requirements with your Supervisor during the first month of your PhD; your Research Support Officer will help you if you and your Supervisor decide to order a new computer for your PhD.

## 4. Department Procedures

### Departmental Induction

#### Registration

All students, new and continuing, must enrol 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/online-enrolment/>

#### Research Associates (Staff registered for PhD degree)

You must ensure that Registry and Tuition Fees has a copy of your current contract in order to ensure continuity of registration.

#### Induction

All October 2025 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 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.

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 student's training, and an extremely valuable part of their experience. Students should be provided with financial support to attend at least one international conference and one national conference via their project budget (e.g. annual budget allocated for departmental studentships; this is in the first instance the responsibility of their primary supervisor. In addition to this 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 (Guillermo Rein and Kate Lewis in the first instance) to discuss your needs for extra support.

### Processing your Expenses Claims

It is important that you familiarise yourself with Imperial's [Expenses Policy](#). After you have incurred an expense, your claim should be submitted as soon as possible. All claims should be submitted within 3 months but not later than 6 months. If your claim is submitted beyond 6 months, it is likely to be rejected and you will not be reimbursed. The expense form can be

downloaded from the 'ME – PhD Information' Blackboard organisation; PhD students should complete the form and email it to [me-finance@imperial.ac.uk](mailto:me-finance@imperial.ac.uk).

## Professional Skills

All doctoral students are expected to achieve a minimum of four Early Career Researcher Institute professional skills credits and to complete the compulsory online plagiarism awareness course as follows:

- By the Early-Stage Assessment (ESA) – 2 credits plus the plagiarism awareness online course
- By the Late-Stage Review (LSR) – a further 2 credits

The Early Career Researcher Institute's Professional Development attendance requirement exists to ensure that all students receive a broad range of skills development training while at Imperial and the opportunity to engage with students from outside their department.

## Attendance and Absence

You must inform your supervisor if you are absent from the university for more than three days. If the absence is due to illness you must produce a medical certificate after seven consecutive days. It may be possible for some flexibility to be arranged following discussion with your supervisor, if you feel remote study is necessary. You should also contact your supervisor for support and guidance if your research is being impacted by personal circumstances. This may include making a submission deadline extension request.

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:



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

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

If you do not engage satisfactorily with your studies, Imperial will consider what action is necessary to support your continued study under the Unsatisfactory Engagement Policy and Procedure.



[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)

## Health and Safety Information

Keeping you safe is a top priority for us. The Imperial 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 contact is:**



Julia Easton



Room 455



44 (0) 207 594 7700



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

There is also a wide range of [eLearning micro-learning modules](#) focused on specialised topics and designed to raise awareness of hazards and control measures for working safely in hazardous areas (i.e., laboratories and workshops) across the university.

**Imperial 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.

Imperial's activities range from the use of hazardous materials ([biological agents](#), [chemicals](#), [cryogenics](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting, driving, and working alone or late.

All of Imperial's 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 university 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/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

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.



## 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)



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)

## 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 in October.
- 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. Sign up for the October training by completing this form: <https://forms.office.com/e/DAUkx5q8FX>
- 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

Imperial's 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 university is respected, protected and improved whilst at work.

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

## 5. 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 downloaded at the Blackboard [ME – PhD Information Blackboard Organisation](#), or at our 'Info for current PhD students' webpage. **It is your responsibility to ensure these milestones are completed on time and the completed forms submitted to Kate Lewis ([kate.lewis@imperial.ac.uk](mailto:kate.lewis@imperial.ac.uk)).**

 [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/)

### 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

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

If for any reason you are not able to meet your ESA deadline(s) please discuss this with your supervisor and ask them 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.**

If for any reason you are unable to meet the 12-month deadline, you must complete the online Milestones Extension request form:

 [PhD Milestones Extension Request Form](#)

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 PG Office.
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 2025 – 2026 ESA Turnitin'
5. 'Early Stage Assessment – October 2025 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.

**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.
  - **The Doctoral Academic Communication Requirement must be completed by the ESA.** 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.

We will be flexible on how LSR requirements are 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. The assessors will be asked to comment on overall progress of the project and plans for future work.

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).

If for any reason you are unable to meet the 2-year deadline, you must complete the online Milestones Extension request form:

### 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 and format of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD can be obtained from the Registry website:

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

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 Postgraduate Studies 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.

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

### **The Imperial Doctoral Academic Communication Requirement (DACR)**

As a doctoral student, you will be contributing to the formation of knowledge in a fast-moving field by communicating new, complex content to diverse, anonymous, often interdisciplinary audiences. You might be transitioning from your Master's into research communication, or you may have been in industry or out of academia for many years. Even if you have been actively communicating your research, you may need to develop higher-order communicative and linguistic competence to meet Imperial doctoral expectations and fulfil your ambitions as a researcher.

To support this, the university has set up the [Doctoral Academic Communication Requirement \(DACR\)](#) so that all new doctoral students receive communication training and feedback as early as possible in their doctoral programme.

 [www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/](http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/)

## 6. Academic Support

### Departmental Support and Faculty Senior Tutors

The 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 Tutors (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.kadic@imperial.ac.uk](mailto:a.kadic@imperial.ac.uk)



[monica.marinescu@imperial.ac.uk](mailto:monica.marinescu@imperial.ac.uk)

#### 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 and Director(s) of PG Studies

The Department's Directors of Research and PG Studies 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.



[g.rein@imperial.ac.uk](mailto:g.rein@imperial.ac.uk)



[jun.jiang@imperial.ac.uk](mailto:jun.jiang@imperial.ac.uk)



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



## 7. Examination Procedures

### My Imperial - Postgraduate Research Milestones

You will be able to upload and submit your exam entry form, thesis declaration form and thesis, 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 Imperial single sign-on.



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

### Viva

Once you have submitted your thesis, the Registry will ensure that copies are provided to your examiners, in advance of your viva examination.

Your supervisor, or another member of staff in your department/division, will be responsible for organising the viva and making all the necessary arrangements.

When your viva has taken place, you will be informed of the outcome.

Please find linked here under the *Examiner Reports for Research Programmes* section the thesis examiners' form so that you are aware of what is expected of the thesis:



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

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/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/](http://www.imperial.ac.uk/students/success-guide/pgr/progressing-through-your-phd-/main-stages-of-the-phd/the-viva/)

You can also find out more about how your examiners will assess your thesis by reading the examiner reports for research degrees:




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

## 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:

 [www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf](http://www.imperial.ac.uk/media/imperial-college/research-and-innovation/scholarly-communication/public/thesis-declaration-form.pdf)

Reasons for requesting an embargo include:

- You plan to publish your thesis
- To avoid invalidating a potential patent application, see Intellectual Property: [www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/](http://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy-college-login/)
- 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 at [assessment.records@imperial.ac.uk](mailto:assessment.records@imperial.ac.uk)

 [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 or images and diagrams as though they were your own. Plagiarism can be intentional or unintentional but must be avoided at all times.

When studying for a research degree (and as you continue in your research career) it is your responsibility to conduct and disseminate research results in an honest and ethical matter. When you prepare your Early-Stage Assessment, Late-Stage Review, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.

 [www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism/](http://www.imperial.ac.uk/students/success-guide/pgr/developing-your-skills/practicing-open-research/plagiarism/)

More information about plagiarism awareness for postgraduate research students is available on the Library Services website:

 [www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers](http://www.imperial.ac.uk/library/research-support/plagiarism-awareness-for-researchers)

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/early-career-researcher-institute/who-we-support/research-degree-students/turnitin-guidance-for-students/](http://www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/turnitin-guidance-for-students/)

The Early Career Researcher Institute, 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 research 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.



[www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/plagiarism-awareness-doctoral-students/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/plagiarism-awareness-doctoral-students/)

## **Collusion**

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in 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 university 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 (purchasing an essay or other materials from other sources, (which is illegal in the UK) or other individual to submit as your own, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.


## **Research Misconduct**

Research Misconduct can be characterised as behaviours or actions that fall short of the standards of ethics, research and scholarship required to ensure that the integrity of research is upheld. It can cause harm to people and the environment, wastes resources, undermines the research record and damages the credibility of research.

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator.

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

Imperial's policy on, and procedures for, the investigation of allegations of research misconduct can be accessed here:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/new-library-may-24/Annexes-to-Appendix-to-Ordinances-\(Staff\)\(13-December-2023\).pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/new-library-may-24/Annexes-to-Appendix-to-Ordinances-(Staff)(13-December-2023).pdf)

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

Enquiries about the operation of these procedures, or about potential cases of misconduct should be addressed to Jonathan Hancock, Research Integrity Officer:

 [Jonathan.hancock@imperial.ac.uk](mailto:Jonathan.hancock@imperial.ac.uk)

Where a student completes taught module(s) as part of their research programme, they will also be subject to the Academic Misconduct procedures:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## 8. University Policies and Procedures

### Academic Regulations

All registered postgraduate research students of Imperial are subject to the university Academic Regulations that apply to your degree.

If your PhD programme is divided into a 1 year Masters followed by 3 years of research, please note that the Masters year will be governed by the relevant taught academic regulations of the institution making the award (in most cases this will be Imperial but in some Centres for Doctoral Training this may be a partner institution in the consortium so please check with your programme team if you are unsure). The subsequent research (PhD/EngD) period will be governed by the relevant PhD or EngD academic regulations of Imperial.



[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 Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies. Imperial has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:



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



[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)

### Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a students' ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:



[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 and Research 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 Imperial's approach to plagiarism is available on the university website:



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



[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-integrity/Examination-and-assessments---academic-integrity.pdf)

## Academic Appeals 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 university, and that the decisions made at Early-Stage Assessment, Late-Stage Review or final thesis submission/viva maintain the integrity of our academic awards. Should 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)

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

## Student Complaints

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

If you have any concerns about your experience at Imperial 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

Imperial 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 the

Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university website:

 [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/)

## **Protecting our students from incidents of harassment and sexual misconduct**

Imperial is committed to supporting students and preventing incidents of harassment and sexual misconduct.

Our dedicated website page outlines a range of information and resources, including:

- Information about what harassment and sexual misconduct is
- How to make a report
- What happens when you make a report
- Disciplinary procedures for staff and students
- Resources for advice and support


Visit [www.imperial.ac.uk/students/preventing-harassment-and-sexual-misconduct/](http://www.imperial.ac.uk/students/preventing-harassment-and-sexual-misconduct/) for more information.

## **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 Early Career Researcher Institute provides training on Copyright:

 [www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/copyright-for-researchers-online-course/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/copyright-for-researchers-online-course/)

## **Intellectual Property Rights Policy**

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of universities Intellectual Property and Imperial's discretionary Reward to Inventors Scheme. Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:


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

Confidentiality is critical in research, especially when collaborating in shared laboratory spaces. Research students must protect sensitive information diligently to preserve trust, collaboration, and academic integrity. Your funding arrangements may also require that confidentiality is maintained. You should strictly protect sensitive, personal or research-related information. Confidential information must only be shared with authorised individuals. Breaching confidentiality is considered as misconduct with disciplinary consequences.

Further information about the Imperial Enterprise Lab, a dedicated support service for students who want to develop their entrepreneurial mindset, skills, and networks, can be found at:

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

The Early Career Researcher Institute provides training on Intellectual Property:

 [www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-impact-and-knowledge-exchange/intellectual-property-online-course/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-impact-and-knowledge-exchange/intellectual-property-online-course/)

## Use of IT Facilities

View the Conditions of Use of IT Facilities:


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

## Employment During Studies

If you are studying full time, Imperial 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 university working hours.

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

If you are here on a 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.

 [www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/](http://www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/)

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



Please note, PhD students are entitled to 25 days annual leave during the year. If your annual leave has been approved by your supervisor you may work full-time hours on those annual leave days. You may also work full-time during university Christmas and Easter closure period, and once all academic requirements have been completed (e.g. you have submitted your thesis including final corrections).

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


 [www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/working-as-a-gta/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/working-as-a-gta/)


Imperial's processes will not normally consider as mitigating circumstances any negative impact that part-time work may have had on your performance in your examination or in other assessments. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

## Study Leave

If you plan to carry out research away from Imperial 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 Student 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 Imperial Placement Learning Policy and Good Practice under the university'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, or review the External Study Leave folder in the [ME – PhD Information Blackboard Organisation](#).

 [www.imperial.ac.uk/placements/information-for-imperial-college-students/](http://www.imperial.ac.uk/placements/information-for-imperial-college-students/) (note: if you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook available on this page)

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

## Ethics

Imperial has an overall Ethics code which sets out key behaviours which the university 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 university identify and tackle ethical issues faced in the course of their activities. It also describes routes available for members of the Imperial community to escalate ethical concerns where appropriate.

## Good Research Conduct

Imperial 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 university to address the science challenges of today and the future. Imperial'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 university's reputation and success.

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

## Leave

It is important to take a break from your research and Imperial has a PGR Annual Leave policy in place to support you. Research Students are encouraged to take a minimum of 30 days to a maximum of 40 days per year (including public holidays and College closure days) of annual leave (pro rata for part-time students), by arrangement with their supervisor.

University closure days can be found on the following webpage:

 [www.imperial.ac.uk/human-resources/leave/university-closure-days/](http://www.imperial.ac.uk/human-resources/leave/university-closure-days/)


 [www.imperial.ac.uk/media/imperial-college/study/graduate-school/PGR-student-leave-policy.pdf](http://www.imperial.ac.uk/media/imperial-college/study/graduate-school/PGR-student-leave-policy.pdf)

UKRI-funded students are entitled to four categories of leave: Family Leave, Medical Leave, Additional Leave and Annual Leave. You are not expected to study during leave absences. Full details on leave entitlements, including eligibility and possible studentship extensions, can be found in the [UKRI Standard Terms and Conditions of Training Grants](#).

## 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 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/>

## **General Data Protection Regulation (GDPR)**

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

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.



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

## 9. 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.

Imperial 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 university'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-investigations/animal-research/](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity-investigations/animal-research/)

## 10. Wellbeing, support and advice

### Your Union

All Imperial students automatically become members of Imperial College Union when they register at the university. The Union provides a range of independent support.

#### Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinarys, University accommodation, and internal and external signposting. Contact [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.



[www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

#### Student representatives

Imperial College Union operates two Representation Networks of 500+ elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation & Community Officers also work to make sure that the views of under-represented and interest groups are heard at Imperial. [The student representatives are elected in one of ICUs election cycles that take place throughout the year so keep an eye out for your chance to get involved.](#)

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.



[www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

## Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They [work full time at the Union and either take up their role after their studies have concluded or](#) take a year out of their studies [to represent](#) the voices of students in the Union, the university and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare and [Activities](#). These elected students are here to represent your views as a student body - do make sure you get in touch with them if there's something you would like to discuss or change.

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

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

 Dr Monica Marinescu  
 Room 722  
 +44 (0) 207 594 7091  
 [monica.marinescu@imperial.ac.uk](mailto:monica.marinescu@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](mailto: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/>

## Coaching and Research Degree Mediation

As well as professional development opportunities, the Early Career Researcher Institute has a dedicated coaching programme designed to help you through challenging times. The **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.



[www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/coaching/coaching/](http://www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/coaching/coaching/)

The Institute 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.



[www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/mediation/](http://www.imperial.ac.uk/early-career-researcher-institute/individual-support-and-wellbeing/mediation/)

## Advice Services

The tutor system is complemented by a university-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 with a range of employers. You can access group workshops, presentations, networking sessions and individual one-to-one appointments. The Careers Services is based at the South Kensington Campus on Level 5,

Sherfield Building however services are offered across our campuses and online to help facilitate access.

Visit the Career Service's website to:

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

 [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 Service**

Imperial College Union runs the Advice Service independently of the university 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. Contact the [ICU Advice Service](#) and complete the registration form to speak with a member of the team.


 [www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

## Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of student life at Imperial, including your student records and enrolment (letter of registration for proof of your student status, transcripts and awards), fees and finance, accommodation and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub are on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

 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

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 3300

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

 [www.imperial.ac.uk/students/accommodation/prospective/pg/](http://www.imperial.ac.uk/students/accommodation/prospective/pg/)

 [www.imperial.ac.uk/students/accommodation/private-accommodation/](http://www.imperial.ac.uk/students/accommodation/private-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 Health Centre)**

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

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

### **Students with Children: policy on maternity, adoptive and paternity leave provision**

 <https://www.imperial.ac.uk/students/fees-and-funding/general-support/childcare/>


## **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 hold an offer or are a current student, you are invited to visit the [Disability Advisory Service](#) pages for further guidance.

Once you begin your studies, there is a lot of support available to you, for example, if you think you may have a specific learning difficulty (such as dyslexia) or autism, but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

 020 7594 9755

 [disability@imperial.ac.uk](mailto:disability@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:**

 Ms Naomi Jackson-MacFarlane

 Room 659

 +44 (0) 207 594 7030

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

More information on Departmental Disability Officers is available at:

 [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departamental-disability-officers/)

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 Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they'll be able to help you find books and online resources for your research. Also, don't forget to check out the library's skills support and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of over 637,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

For any questions library staff will be happy to help, simply chat with them online or contact them via email, phone or social media, just check the website for details:



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

## **Centre for Academic English (CfAE)**

The goal of the Centre for Academic English is to ensure you develop both the ability and the confidence to excel as a communicator during your doctoral research. From the very beginning of your research and all the way through, we're here to help you realise your potential.

To achieve this, we've designed a flexible academic STEMM communication programme for doctoral students. In the early stages of your research, you can join our sessions which provide the foundations of accurate and appropriate written communication for STEMM research. Our technical speaking courses provide you with practical training in successful oral communication, helping you prepare for early-stage presentations and your viva. By using our online resources, you can create your own personalised self-study learning pathway. As you build your pathway, you'll have the freedom to select the STEMM communication resources you need whenever you need them.

To find out more about what is available for you, visit the CfAE website.



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



Level 3, Sherfield Building, South Kensington Campus



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

## 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

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

## 11. Student Administration

The Student Administration team are responsible for the administration and maintenance of the student records for all students studying at Imperial. 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 and Transport for London, as well as other external bodies.

The team are 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 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

Each document has a unique QR code with the official university watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:



[www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/)

### 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)

## 12. 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 360+ 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)

 [www.imperialcollegeunion.org/activities/a-to-z](http://www.imperialcollegeunion.org/activities/a-to-z)

### Move Imperial

Imperial has a wide range of sports and activities on offer that cater for all experience levels 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.

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/)

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 [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 Move More campaign, more information can be found at:

 [www.imperial.ac.uk/sport/get-active/move-more/](http://www.imperial.ac.uk/sport/get-active/move-more/)

## 13. Student feedback and representation

Imperial and Imperial College Union are 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/representation/a-to-z](http://www.imperialcollegeunion.org/representation/a-to-z)

### 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. Imperial 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**

Departmental Representative	Alexander Castagna	<a href="mailto:alexander.castagna19@imperial.ac.uk">alexander.castagna19@imperial.ac.uk</a>
Biomechanics	Benjy Lovat	<a href="mailto:benjamin.lovat18@imperial.ac.uk">benjamin.lovat18@imperial.ac.uk</a>
Dynamics	Roger Zoepke-Sonntag	<a href="mailto:r.zoepke-sonntag@imperial.ac.uk">r.zoepke-sonntag@imperial.ac.uk</a>
Mechanics of Materials	Hugh Hallas	<a href="mailto:h.hallas24@imperial.ac.uk">h.hallas24@imperial.ac.uk</a>
	Zahir Thebault	<a href="mailto:z.thebault23@imperial.ac.uk">z.thebault23@imperial.ac.uk</a>
Mechatronics (Hamlyn)	Connor Daly	<a href="mailto:c.daly23@imperial.ac.uk">c.daly23@imperial.ac.uk</a>
NDE	Elias Rabbat	<a href="mailto:elias.rabbat18@imperial.ac.uk">elias.rabbat18@imperial.ac.uk</a>
Nuclear Engineering	Luis Fernandes	<a href="mailto:l.fernandes22@imperial.ac.uk">l.fernandes22@imperial.ac.uk</a>
Thermofluids	Hanna Berry	<a href="mailto:hanna.berry17@imperial.ac.uk">hanna.berry17@imperial.ac.uk</a>
	Iliana Dimitrova	<a href="mailto:i.dimitrova24@imperial.ac.uk">i.dimitrova24@imperial.ac.uk</a>
Tribology	Zhaoran Zhu	<a href="mailto:zhaoran.zhu22@imperial.ac.uk">zhaoran.zhu22@imperial.ac.uk</a>
2024/25 Cohort Rep	Jaffry Jaman	<a href="mailto:j.jaman24@imperial.ac.uk">j.jaman24@imperial.ac.uk</a>

Social Rep	Zahir Thebault	<a href="mailto:z.thebault23@imperial.ac.uk">z.thebault23@imperial.ac.uk</a>
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## **Staff**

Director of PG Studies	Jun Jiang	<a href="mailto:jun.jiang@imperial.ac.uk">jun.jiang@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)	Monica Marinescu	<a href="mailto:monica.marinescu@imperial.ac.uk">monica.marinescu@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>
Technical Operation & Safety Manager	Julia Easton	<a href="mailto:j.easton@imperial.ac.uk">j.easton@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.

## 14. Student Surveys

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

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

The PRES is your chance to tell us about a range of elements related to your student experience such as supervision, resources, research community, progress and assessment, professional development, and wellbeing. 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 survey is open to postgraduate research students and runs across the spring and summer terms. At Imperial, PRES is run every other year, in odd-numbered calendar years. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

You can read about the action Imperial has taken in response to the PRES here:



<http://www.imperial.ac.uk/early-career-researcher-institute/networks-events-and-funds/pres/>

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)



## 15. Professional Development Opportunities for Research Degree Students

### Graduate Teaching Assistants (GTA)

Many research students across Imperial 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 the university 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. Queries about GTA work in the Department should be directed to the UG Office, or for guidance on how to submit claims to the Finance Office.



[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/human-resources/recruitment-and-promotions/recruitment/temporary-worker-appointments/graduate-teaching-assistants/](http://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/temporary-worker-appointments/graduate-teaching-assistants/)

### Imperial Outreach

The Outreach team at Imperial is responsible for delivering the university's programme of activities for schools and colleges. The team deliver a wide range of exciting and inspiring activities for students from disadvantaged backgrounds right across the United Kingdom.

The team focuses on raising attainment, changing perceptions, supporting teaching staff and stimulating interest in STEM subjects from primary through to A-Level education, as part of Imperial's widening participation and outreach agenda.

By working with teaching staff, schools, colleges and community organisations they are able to offer support specifically where it is needed through a dedicated portfolio of programmes for young people. These programmes form part of the Imperial Access Agreement.

To make sure the team offer the fullest breadth of activities, they collaborate with many members of academic staff, as well as student ambassadors who add the valuable perspective of life as a current Imperial student.



[www.imperial.ac.uk/be-inspired/schools-outreach/](http://www.imperial.ac.uk/be-inspired/schools-outreach/)

### Recruitment and Outreach student ambassadors / Outreach STEM Leaders

Our ambassador and leader schemes provide you with an opportunity to work with young people to help inspire them to consider studying science, technology, engineering, mathematics and medicine.

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/volunteering/outreach-student-ambassadors/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/)



[www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/](http://www.imperial.ac.uk/be-inspired/volunteering/outreach-stem-leaders/)

## **Professional Skills Development Programme**

The Early Career Researcher Institute at Imperial provides an internationally renowned and award-winning Professional Development Programme.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (UKRI, 2024), 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 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 Imperial. Postgraduate alumni, academics and employers have noted the value of the programme.

We work across Imperial 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.



[www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/](http://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/)

## 16. And finally

### Alumni services and benefits

When you graduate, you'll become a member of a lifelong global network of more than 262,000 incredible people. You'll have access to an exclusive range of services and benefits, designed to support you in your next steps, wherever you are in the world, including:

**Lifelong learning:** from discounts on further study to mentoring, career support, online resources and events, we're here for you throughout your career to support your professional development.

**Connections:** Imperial's alumni community can be a source of friendship and professional contacts. Whether you're looking for top tips for a new city, to find a business partner or mentor, or get to know your local community, we've got you covered.

**Perks:** discounts, access to the library, Imperial College Union, and a dedicated co-working and lounge space in the heart of London – there are plenty of perks on offer for Imperial alumni whether you're based near campus or further afield.

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.



[www.imperial.ac.uk/alumni/benefits/recent-graduates](http://www.imperial.ac.uk/alumni/benefits/recent-graduates)

### 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.