Imperial College
London

Department of Chemistry
Postgraduate (PhD) Research Student Handbook
2018-2019

for commitment to advancing women's careers in Science

The Department of Chemistry has become one of only four university departments across the UK and the first at Imperial to win an Athena SWAN Gold Award.

Read the full article on our website at http://www.imperial.ac.uk/chemistry

Introduction

Every student for a higher degree is required to pursue a regular course of study; the length of the course is prescribed for each student by the College in accordance with the University regulations.

Within nine months of the initial start of the PhD, candidates must undertake an examination on their work. If they do not perform satisfactorily at this stage, then their registration may be changed to MPhil, and the duration of the degree likewise shortened. PhD experimental studies are normally expected to last 36 months from the initial date of registration.

Supervision

The primary responsibility for supervision of your postgraduate studies lies with your supervisor. Your supervisor is responsible for overseeing your progress during your studies, ensuring that you undertake appropriate training courses, follow safety guidelines and making funds available for you to successfully undertake your studies. Further supervision may also be provided by one or more co-supervisors - typically where your research involves collaboration with another research group, or where your primary supervisor is a new member of academic staff. http://www.imperial.ac.uk/study/pg/graduate-school/quality-assurance/phd-students-and-supervisors/

In addition to the supervisor, all students must have an academic mentor. This also applies in cases where a student has more than one supervisor. This mentor will not normally be directly involved in the supervision of your research, but rather will provide pastoral care.

The Postgraduate Tutors, Dr Rob Davies (r.davies@imperial.ac.uk) and Professor Keith Willison (keith.willison@imperial.ac.uk) act as mentors to all PhD students.

Departmental Support

Administrative support for postgraduate training is provided by the Postgraduate Administrator, Ms Doris Pappoe (G21, MSRH, d.pappoe@imperial.ac.uk). She should be able to help with most practical matters concerning the administration of your studies, including the submission of relevant forms and the payments of bursaries. Working alongside the postgraduate administrator is the Research Student Manager, Dr Mike Ray (G21, MSRH, michael.ray@imperial.ac.uk) whose role is to support all research students in the MSRH building as well as managing the transition of students between postgraduate programmes. Academic oversight of postgraduate training is provided by Prof. Matthew Fuchter, the Director of Postgraduate Studies (Room 401C, MSRH, m.fuchter@imperial.ac.uk) – please contact him if you have any general queries about PG training. If you have any other concerns, including any concerns you may have about the supervision of your studies, please contact the Postgraduate Tutors, Dr Rob Davies (Room 601J, MSRH, r.davies@imperial.ac.uk) Professor Keith Willison (Room 301A, MSRH keith.willison@imperial.ac.uk) and Dr Silvia Diez-Gonsalez, (Room 401E, MSRH).

Personal Advice

The Postgraduate Tutors, Dr. Rob Davies, Prof. Keith Willison and Dr Silvia Diez-Gonzalez can Provide more information on all services available, in confidence. They are available for consultation by all postgraduate students.

The College has an extensive range of services to provide personal advice to students and staff. This includes the Health Centre in the Southside section of Prince's Gardens, Counselling services and Faculty Tutors. http://www.imperial.ac.uk/student-space/

Induction and Safety

The department, in conjunction with the Graduate School runs induction activities for all new PhD students in October each year. These include a compulsory Safety Lecture, which details the department's requirements for safe practice in your research. Details of this induction programme will be given to you by the PG Administrator, Doris Pappoe. If you start your studies at a different time in the academic year, please discuss your induction with Doris Pappoe and your supervisor, and ensure that you attend a Safety Lecture at the first available opportunity. Further details of departmental safety procedures and waste disposal can be found on our website at http://www3.imperial.ac.uk/chemistry/safety.

You should be aware that you are responsible for ensuring that you undertake your research in accordance with safety regulations and procedures, as agreed with your supervisor. If you have any doubts about any safety aspects of your work or work environment, you should discuss these with your supervisor.

PG Lecture courses

While it is not compulsory, attendance at taught courses is strongly encouraged at Imperial College and it can help to close potential gaps in your knowledge. This can include attending a lecture course taking place in the Department (e.g. a 4th UG lecture course or a bespoke MRes course), a workshop run by one of the learned societies (e.g. RSC or SCI), an on-line course (e.g. Cousera) or even tutorial-style sessions with your supervisor(s). There is no particular time limit (previously, such courses had to be completed by the ESA). Please discuss your training needs and how to address them with your supervisors.

Note that some lecture courses are particularly well attended, for example because they are mandatory for the UG cohort and examined. In case you are in doubt, please liaise with the course organisers (the UG administration for UG courses, Dr. Mike Ray for MRes courses) or use live-streaming facilities, where possible. Many lecture courses in the department are video-recorded and released on-line via the Panopto system (search for 'Panopto' on the College Website).

Please note that you can also attend courses in other departments. You are responsible for arranging to attend courses in another department.

English Language Assessment and Classes

All students whose native language is not English are required to attend English Language classes and to be assessed in the first year.   Please contact the Centre for Academic English for initial assessment or exemption. http://www.imperial.ac.uk/academic-english/phd-students/ .

Graduate School Professional Skills Development Courses

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

For students registered from or after 1st October 2016:

 The College requires all doctoral students to complete their minimum attendance requirement using one of the following options:

 Option One:

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

Option Two:

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

 Option Three:

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

The full requirement is at:
http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/

Students are responsible for choosing the dates of the courses they wish to attend and completing the required booking process in consultation with their supervisor. All students are responsible for informing their supervisors which courses they will be attending and the dates. You are required to take the required courses approved by Graduate School by the 9 month (Early Stage Assessment) milestone.

Please note that these courses are run from October to June.

Research Seminars

The following link, should contain all research seminars across the College:
http://www.imperial.ac.uk/study/pg/graduate-school/events/research-seminars/

Demonstrating

Undergraduate teaching is a valuable part of your PhD training, and all PhD students will have the opportunity to contribute to teaching duties which, in turn, can help PhD students obtain status as an Associate Fellow of the Higher Education Academy. All work is paid at the standard College rates, and teaching allocations are distributed by Dr Laura Patel, the Academic

Laboratory Coordinator (demonstrating). Participation in all demonstrating a should be agreed with your primary supervisor.

Satisfactory Progress in Research activities

Students will be assessed within the department at a number of points throughout their degree.

    a) Via six monthly progress reports (this includes the submission of a research plan at 24 months)

    b) Via ESA examination at 9 months:

    c) Via LSR examination at 18 months

    d) Via presentation of a seminar on their work at 30 months

Six monthly progress reports

Students are required to complete six monthly progress report forms, in consultation with their primary supervisor. These brief, one page reports, are prepared by the student and supervisor and signed by both. Both student and supervisor should provide comments on how the research programme is proceeding and any issues that have arisen. Examples of these forms are attached. The questions asked vary with the phase of the PhD. At month 24, it is required that students agree a research plan for their final year of work.

Confirmation Examination at 9 months - (Early Stage Assessment)

It is not always possible to predict an individual's capacity for research on the evidence of previous academic performance. A PhD programme at the College will include an assessment of research ability based on performance after initial 9 months of the PhD programme. If the student is not performing at a suitably high enough level, which suggests that they may not succeed in their PhD, then there is the option of altering their degree from PhD to MPhil, and the early termination of the work. Such a decision will be made by the supervisor in discussion with the Director of Postgraduate Studies.

All students will be required to submit a written report. This report should be in the style of a scientific paper. A suggested template for the report is on **page 24** in this Handbook, but any appropriate template (for example from an RSC journal) should be appropriate. Students wishing not to use the template should obtain explicit permission from the independent assessor(s). This report will be assessed by at least one other independent academic. The work is assessed in an oral viva. The written report and viva should normally be completed **by nine months from the date of initial registration**. Documentation on the viva and report is signed off by the supervisor and examiner(s) stating whether they believe the student understands the project and is fit to continue. This documentation is assessed by the DPS and signed off. The Early Stage Assessment form should be completed.

The details of what you should include in the Early Stage Assessment report should be agreed in advance with your supervisor. It is not expected that the report will include a large body of novel results. For most PhD students, much of the first year of their studies is taken up by gaining experience in their research field, familiarising themselves with the literature and gaining experience in the relevant experimental and/or theoretical techniques. The purpose of the examination is rather to confirm that the student:

(a) understands the problem;
(b) is aware of the associated literature;
(c) has demonstrated capability to conduct the research;
(d) has a realistic research plan and schedule;
(e) is of PhD calibre.

Assessment at 18 months (Late Stage Review)

At 18 months into the PhD Programme (or as close to this as possible if the student does not start in October), students are required to complete a Late Stage Review (LSR). Supervisors will be asked to identify <u>two</u> independent assessors to conduct the review. One assessor should be a member of academic staff in the Department of Chemistry, however the second assessor can be from another department, if this is appropriate for the topic of the project. Following allocation, the assessors will schedule a time to meet with the student and conduct the LSR. After the meeting, the assessors and supervisor will complete the LSR form.

The primary role of the LSR is to assess the current scientific achievement of the student and their research plan for the final phase of their studies. A secondary, but important role is for the student to receive independent scientific input into their project. It is suggested that a research poster (from the PG Symposium – see below) is used as the basis for the independent LSR discussion. However, the student/assessor/supervisor are free to supplement the poster with slides, or inspection of key spectra/data, in order to allow for a thorough review/discussion.

Any students which fail to meet the required cut off for the LSR will require remedial action. If the quality of the work is unsatisfactory and suggests that the student may not succeed at their PhD, then there is the option of altering their degree from PhD to MPhil, and the early termination of the work. Such a decision will be made by the Director of Postgraduate Studies in consultation with the supervisor.

Presentation of a seminar on their work at 30 months

At 30 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a seminar on their work, most commonly at the PG Symposium (see below). They will present the seminar at a departmental session and answer questions on their work to members of the staff, students and external visitors. Any seminar which is deemed to be unsatisfactory may require further assessment to make sure the student is on track to complete their PhD.

Student Complaints and Appeals

Imperial College aims to give the highest specialised instruction and service to all its students, however, in some cases it recognises that students may not always be satisfied with the service that they have received. If you wish to raise a concern, you should first seek advice from your student representatives and raise the matter with the individual concerned. If you are not satisfied with the outcome, you should consult the College's Registry website which provides clear and consistent procedures that indicate how you can take your comments further:

http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals

Postgraduate Symposium

The department runs a Postgraduate Symposium in June/July each year. This is a high profile event, attracting industrial sponsorship and attendance, intended to showcase PhD student achievements in the department. All 2nd year students are required to give poster presentations of their progress to date at the Symposium. All 3rd year PhD students in the department are required to give oral presentations on their research studies, organised into parallel sessions. Presentation at the PG Symposium is part of the progress assessment for Research students. Industrial and Departmental funded prizes are awarded for the best presentations. **The next PG Symposium will be in July 2019; date to be confirmed**

Study Leave

It is possible that the course of study will require a student to collect or study material elsewhere than at the College; part of the time may need to be spent in other places. The supervisor will need to apply for study leave normally at least one month in advance. A student who is granted permission to have study leave must be in regular attendance at College for a minimum total of twelve months full-time study (or the equivalent in part-time study). Save in exceptional circumstances a student shall not be absent during the first three months or the last three months of the course. Where study leave is approved for a student to work abroad and if the period of study leave is three months or more in a particular session, a lower rate of fee may be applicable. The link to the Study Leave form: www.imperial.ac.uk/registry/researchdegrees

Holidays

Students should always agree their holiday arrangements to their supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken in each year. Research students are members of the College Students' Union and are encouraged to participate in its activities; the Union has an active postgraduate group which holds regular social events and discussions.

Sickness

Where students are unable to attend College because of illness or urgent personal circumstances they shall inform their supervisor and, if required, the PG Tutor as soon as practicable. College regulations require that if the absence is due to illness a Medical Certificate must be provided after seven days. If the absence is prolonged, normally four weeks or longer, it will be necessary to request an Interruption of Studies.

 www.imperial.ac.uk/registry/researchdegrees .

Interruption of studies
It may happen that a personal emergency or other circumstance arises which necessitates a break in studies. As soon as is possible, students in such situations should, in consultation with their supervisor, involve the PG Tutor or DPS, who can advise further. If deemed appropriate, an application will be made by the DPS to the College for an interruption of studies. This permits students to interrupt their studies for a period of time (up to a maximum of two years, and normally not less than one month). No fees are payable for such a period, during which the research registration is effectively suspended. www.imperial.ac.uk/registry/researchdegrees . Note that retrospective applications for interruption of studies are discouraged may not be

granted. Therefore is it very important that students and/or supervisors inform the PG Tutor or DPS as soon as they are aware of a situation that may require an interruption.

Student Support Fund

The College now has a Fund to help students who are experiencing financial hardship. The Fund is primarily intended to assist those students who experienced a change in their financial circumstances after registering with the College. Grants cannot be made to assist with tuition fee payment. The PG Tutor or supervisor of each student will be asked to confirm satisfactory attendance and academic progress. .Applications are considered by a panel that will meet once per term. www.imperial.ac.uk/studentfinance/supportfund.The Faculty of Natural Sciences has The Dean Fund which is used to support students across the Faculty. Nominations for awards for individual students may be made by Heads of Department/ Directors of Undergraduate/ Postgraduate Studies using the online form. Students cannot apply direct to the fund, but must do so via their Department.

NOTE: The College Information for Research Students can be found at
www.imperial.ac.uk/registry/researchdegrees
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Writing up - Completing Research Status (CRS)

Students who wish to retain access to College facilities during their writing up may register for a 12-month writing up period. A registration fee of £200 will be payable and these students will be given **completing research status.**

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration (36 months) and completed all experimental and programming work. A formal CRS milestone form must be completed to ensure the student has completed all substantive research and that during the CRS period the student will be **solely** engaged in writing up the thesis. **The completed CRS Milestone form and the Time Plan for writing up the thesis should be sent to the PG Administrator.**

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student's normal registration period.

At the end of the CRS period a student will be recorded as 'Writing up Away from College' until the thesis is submitted, they will not be registered during this period but will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

Students who still have experimental work to perform at this stage cannot move into CRS and should continue their registration at the full rate of fees. Students who do not need or wish to register for CRS at the end of their standard research period will enter into writing-up phase but will not be required to pay a further registration fee. This will be known as **Writing-Up away from College (WUAC)**. www.imperial.ac.uk/registry/researchdegrees.

Students are expected to submit an Examination Entry Form no later than 4 months prior to their expected submission date.

Bursary extensions

It is strongly recommended that you aim to complete your studies, including the submission of your PhD thesis within the time period of your funding and in discussion with your supervisor. If you are concerned that you need additional time and / or financial support to complete your PhD, you should discuss this with your supervisor. The department does not have central funds available to support extensions of PhD bursaries. In case of significant financial hardship, it may be possible to obtain support from the College Student support Fund. www.imperial.ac.uk/studentfinance/supportfund.

Plagiarism

Students are reminded that their thesis must be their own work and all quotations from other sources, whether published or unpublished, must be properly acknowledged. Plagiarism is a very serious offence and, where proven against a student may result in disqualification from the examination for the PhD and exclusion from all future examinations of the College. Some joint work is permitted, provided it is properly and carefully acknowledged as such. The College regulations in respect of plagiarism can be found in http://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/ExaminationOffencesandPlagiarismMay2011.pdf

Plagiarism advice for postgraduate research students
http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism/phdstudents

TurnitinUK Plagiarism Detection Service at Imperial College
http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/

Guidance on avoiding self-plagiarism in Chemistry PhD theses

Purpose of Guidance
The following provides some general guidance on avoiding self-plagiarism when writing your examined chemistry PhD thesis. Any specific concerns you may have regarding self-plagiarism should always be discussed with your supervisor. This guidance only applies to chemistry as conventions differ between subject disciplines.

Examined Thesis & Self-Plagiarism
Your examined thesis is the version of your thesis that is examined and assessed.

In the course of writing your thesis, you may potentially re-use figures or text that you created and published in a paper. It is important to note that as long as you formally acknowledge the original paper through citing and referencing, just as you would for a paper published by someone else, you will *not* commit self-plagiarism. Below is some more specific guidance relevant to your subject discipline.

Re-using figures
As long as you acknowledge the paper where the figure was originally published, you will not commit self-plagiarism.

Re-using text
The issue of taking text from your published paper and using it in your thesis is a grey area, and you should seek advice from your supervisor for your specific requirements, as the amount of text you can reasonably reuse differs between subject disciplines. That said, it is advisable to re-write the text as far as possible as:

1) A thesis has a different purpose from a published paper. A paper should be a concise summary whereas a thesis should logically and methodically walk you through the study.
2) Chemistry papers are often collaborative with multiple authors; unpicking your individual contribution would probably take more time than rewriting.

It is sometimes the case that review papers are used as the basis for the introduction to a thesis. A degree of re-writing is still advised.

Citing your own papers in your thesis
You should always clearly reference your own papers where these have used concepts, data or material included in your thesis. This can be achieved by citing in the usual way, or by more overt acknowledgement of your paper/s at the beginning or end of chapters. For example: 'The data in this chapter was utilised to publish the following contributions...'

Published Thesis & Copyright

Your published thesis is the version of your thesis made available to the public via Spiral, Imperial College's institutional repository

Although citing and referencing your own published work in your thesis ensures you will avoid self-plagiarism, you will potentially need to take further measures to comply with copyright law. If you have published your work in a journal or conference proceedings, you are likely to have assigned copyright for your work to the publisher. You will need to obtain permission from the copyright holder in order to make extracts, images or figures you have reproduced in your thesis publicly available in your published thesis.

This is likely to be true for figures you have reproduced from your own published papers, and also for papers you have cited and referenced by other authors.

More information is available here: http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/reproducing-published-works/

Further help and guidance

The Preparing your Thesis pages on the College website has advice on:
- Seeking permission reproduce content for which you do not own the copyright
- Requesting an embargo
- Publishing your thesis
- Avoiding plagiarism

Nomination of Examiners & Exam Entry – Thesis Submission

Students should note that before they submit their theses for examination, certain formalities must be observed and their timing is very important. You are required to submit a Nomination of Examiners & Exam entry form, not less than four months before you intend to submit your thesis, to allow time for processing.

Once you have completed Part I of the entry form, you should forward it electronically to your Supervisor. Your Supervisor will then complete Part II and forward it to the Postgraduate Administrator for approval by the Director of PG Studies. The form will be forwarded to Research Degrees in Registry for processing. Please note that submission of your thesis is not permitted until you have completed the minimum registration period. The Examination Entry has a life of 18 months, during which the thesis can be submitted for examination. After 18 months, the entry will be cancelled, and another Entry form will need to be completed.

Information on the Submission of Thesis: http://www3.imperial.ac.uk/registry/researchdegrees

Preparing for the viva & link to on line "Passing Your Viva" DVD
http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources

Submission of Final Thesis

Your final thesis must be submitted online by uploading to Spiral (the College's digital repository). Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be made available publicly on expiry of any agreed embargo. **Bound copies of the thesis and copies on CD are not required.** You do not need to submit any additional forms at final submission stage, so long as you have already submitted your Thesis Declaration Form. Click here to upload and submit your final thesis

The list of available binders at the link below may be useful for any student who wishes to have copies of their final thesis hard bound for themselves or their supervisor. The supervisor(s) usually ask for a copy for their personal use. The supervisor is mostly expected to meet the costs of this from their departmental funds. View a list of available binders

Chemistry Department PG Social Events

Post Graduate social events are organised by the PG Committee, a group of current post graduate students charged with organising social events and facilitating interaction between members of the department. Such events include doughnuts on Fridays, cocktail evenings, trips away etc. The committee is made up of voluntary members including a chairman, secretary and treasurer who are elected by the Chemistry PG body each year in April. http://www.imperial.ac.uk/chemistry/postgraduate/postgraduate-life/postgraduate-student-resources/

Students Standing for Sabbatical Posts

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students' Union. There are a number of sabbatical student positions that together run the Union each session. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with the PG Tutor the possible effect on your academic studies and where appropriate how best to prepare to resume your studies in the event that you are elected.

The PhD Progression Timeline

Assignments	Action – Student	Deadline
First Year		
Late Starters	Students who start their PhD later than the beginning of session should contact the PG Tutor, Dr Rob Davies (r.davies@imperial.ac.uk) or Keith Willison (keith.willison@imperial.ac.uk) who will explain the pastoral care available to them.	By the end of their second week.
English Language Classes Non-native English speakers are required to attend classes to be assessed in the first year.	Contact the Centre for Academic English http://www.imperial.ac.uk/academic-english/phd-students/	Should reach the required standard by Early Stage Assessment at 9 months in June 2019.
Graduate School Professional Skills Development All research students are required to complete the Graduate School Professional Skills Development Programme as part of their PhD registration.	**For students registered from or after 1st October 2016:** The College requires all doctoral students to complete their minimum attendance requirement using one of the following options: **Option One:** a minimum of 2 professional skills workshops plus the online plagiarism awareness course by the Early Stage Assessment (ESA) a further 2 Graduate School workshops or a Global Postgraduate Retreat or Global Fellows International Programme by the Late Stage Review (LSR) **Option Two:** A Graduate School Global Postgraduate Retreat plus the online plagiarism awareness course by the ESA One further Graduate School workshop or an additional Global Postgraduate Retreat or a Global	Should be completed before the Early Stage Assessment at 9 months milestone in June 2019. Should be completed before the before the Late State Review in July – Aug 2019

	Fellows International Programme by the LSR **Option Three:** A Global Fellows International Programme plus the online plagiarism awareness course by their ESA http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/professional-skills-attendance-requirement/	
Mid-Year Progress Assessment Report In March	One page Six monthly progress report forms prepared by the student and supervisor and signed by both.	Please submit to Blackboard **By Friday 5th April 2019**
Early Stage Assessment Review at 9 months is in June 2019	All students will be required to submit a written report. The Template for the Report is on **page 24**. This report will be assessed by at least one other independent academic. The student will be assessed in an oral viva.	Please submit written report to blackboard by **Friday 7th June 2019.** **Your completed Early Stage Assessment Report form should be** sent to PG Administrator **by Friday 21 June 2019**
PG Symposium in July 2019 date to be confirmed	Attend PG Symposium	First Year students are required to attend in July 2019, date to confirmed.
End of year Progress Assessment In September	One page Six monthly progress report forms prepared by the student and supervisor and signed by both.	Please submit to Blackboard by **Friday 27 September 2019**
Second Year		
Mid-Year Progress Assessment Report In March	One page Six monthly progress report forms prepared by the student and supervisor and signed by both.	Please submit to Blackboard **by Friday 5th April 2019**
PG Symposium in July 2019 date to be confirmed	The student will be required to present a poster on their work at the PG Symposium	Please submit a draft or outline of your poster with the final title **to Blackboard - date to be confirmed** The final poster should be submitted to **Blackboard - date to be confirmed** **Please note that you are responsible for printing your poster.** Service Point on the Walkway in Sherfield Building

		provides printing service.
Late Stage Assessment Review at 18 months is in July – August 2019	All students will be required undergo an LSR oral viva by two independent assessors. It is suggested that the poster from the PG symposium is the bare minimum documentation used to support the review (see further discussion above)	**A completed Late Stage Review form should be** sent to PG Administrator **by Friday 16 August 2019**
End of year Progress Assessment Report at the end of September	One page Six monthly progress report forms prepared by the student and supervisor and signed by both. A research plan for their final year of work must be agreed.	Please submit to Blackboard **by Friday 27 September 2019**
Third Year		
Mid-Year Progress Assessment Report In March	One page six monthly progress report forms prepared by the student and supervisor and signed by both.	Please submit to Blackboard **By Friday 5th April 2019**
PG Symposium - Presentation of research work in July 2019 date to be confirmed	At 30 months into the PhD Programme (or as close to this as possible if the student does not start in October), the student will present a seminar on their work.	Please submit one page abstract with the title of Talk to Blackboard **by date to be confirmed**
Completing Research Status (CRS). Writing-up Status	Students who wish to retain access to College facilities during their writing up may register for a 12-month writing up period. A registration fee of £200 will be payable and these students will be given **completing research status.** To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental work. A formal CRS milestone form must be completed to ensure the student has completed all substantive research and that during the CRS period the student will be **solely** engaged in writing up the thesis. Students who still have experimental work to perform at this stage cannot move into CRS and should continue their registration at the full rate of fees. Students who do not need or wish to register for CRS at the end of their standard research period will enter into a Writing-up phase but will not be	. The CRS milestone form must be completed and returned to the PG Administrator **by Friday 16 August 2019.** If you would be writing up and your supervisor would be paying the CRS fee please provide an account number to be charged for the £200. If you would be paying please inform the PG Administrator who will arrange for the invoice to be sent to you. **Please note that you are required to submit a time plan with the CRS form.**
Writing-Up away from College (WUAC).	required to pay a further registration fee. A formal CRS milestone must be	The CRS milestone form must

	completed to ensure the student has completed all substantive research and that during the **WUAC** period the student will be **solely** engaged in writing up the thesis.	be completed and returned together with the Time Plan for writing up the thesis to the PG Administrator **by Friday 16 August 2019.**
End or year Progress Assessment Report	One page Six monthly progress report forms prepared by the student and supervisor and signed by both. **Students writing up from October should have already completed the** CRS milestone **form.**	Please submit to Blackboard by **Friday 27 September 2019.**
Nomination of Examiners and Exam Entry form	Students should complete Part I of the Exam Entry form, and forward it electronically to their Supervisor. The Supervisor will then complete Part II of the Exam Entry form and forward it to the PG Administrator, for approval by the Director of PG Studies. The forms will be forwarded to Research Degrees for processing. http://www3.imperial.ac.uk/registry/researchdegrees	Please submit forms at least four months before you intend to submit your thesis, to allow time for processing.
Submission Checklist	Please read information on submission at the link below. https://workspace.imperial.ac.uk/registry/Public/Current%20Students/Submission%20Checklist%20for%20Imperial%20College%20Degrees.pdf	
Passing Your Viva This film has been created by the Graduate School to support research students with viva preparation:	Please click this link http://www3.imperial.ac.uk/graduateschool/currentstudents/onlineresources/passingyourviva	
Final Thesis Submission - Research students registered for an Imperial College degree:	Your final thesis must be submitted online by uploading to Spiral (the College's digital repository). Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be	

	made available publicly on expiry of any agreed embargo. **Bound copies of the thesis and copies on CD are not required.** You do not need to submit any additional forms at final submission stage, so long as you have already submitted your [Thesis Declaration Form](#). [Click here to upload and submit your final thesis](#)	

This PG Research Student Handbook in on our website at

http://www.imperial.ac.uk/chemistry/postgraduate/

Department of Chemistry, Imperial College London

Research Student Assessment: Mid-First Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor *(please circle as appropriate, if starred response please give details/agreed action in space provided*)

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral):   Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has a satisfactory PhD project plan been agreed with the student and training needs identified? Yes / No*

Is the student on track to undertake the required English Language Test by the Early Stage Assessment at 9 months?   Yes / No*/Not applicable

Is the student on track to complete the required workshops for the Graduate School Professional Skills Development courses by the Early Stage Assessment at 9 months?   Yes / No/*
The student should provide a list of the courses he/she has attended.

Non-native English speakers are normally required to pass the College English Language test prior to Early Stage Assessment at 9 months.

All students starting in 2016-2017session are required to attend **four Professional Skills Development courses** as well as the plagiarism awareness course as part of their PhD registration. Two of the courses and the Online Plagiarism awareness course should completed by the 9 months Early Stage Assessment. The remaining two courses should be completed by the Late Stage Review at 18 months.

Supervisor(s) General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date ……………………

| *Please submit completed form to BLACKBOARD* |

Department of Chemistry, Imperial College London

Research Student Assessment: End of First Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor *(please circle as appropriate, if starred response please give details/agreed action in space provided*)

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral):   Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has the student completed the Early State Assessment at 9 months?   Yes/No*

Has the student completed English Language Test?   Yes/No* /not applicable

Has the student completed the required workshops for the Graduate School Professional Skills Development?   Yes / No/*

Non-native English speakers are normally required to pass the College English Language test prior to Early Stage Assessment at 9 months.

All students starting in 2016-2017session are required to attend **four Professional Skills Development courses** as well as the plagiarism awareness course as part of their PhD registration. Two of the courses and the Online Plagiarism awareness course should completed by the 9 months Early Stage Assessment. The remaining two courses should be completed by the Late Stage Review at 18 months.

Supervisor(s) General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date …………………….

Please submit completed form to BLACKBOARD

Department of Chemistry, Imperial College London

Research Student Assessment: Mid-Second Year Report Form

Name:

Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor (please circle as appropriate, **if starred response please give details/agreed action in space provided**)

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral):   Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Is the student on track for the Late Stage Review at 18 – 24 months? Yes / No*

Is the student undertaking any required English Language Training?   Yes / No* / not applicable

Has the student completed the Graduate School Mandatory Skill Courses?   Yes / No

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Supervisor(s) General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date …………………….

Please submit completed form to BLACKBOARD

Department of Chemistry, Imperial College London

Research Student Assessment: End of Second Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor *(please circle as appropriate, **if starred response please give details/agreed action in space provided**)*

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral):   Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has the student completed the Late Stage Review at 18 – 24 months? Yes / No*

Has a final year PhD project plan been agreed with the student: Yes / No*

Is the student on course to complete his/her studies by the end of Year 3: Yes / No*

Has the student completed any required Language Training courses Yes / No* / not applicable

Supervisor(s) General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date ……………………

| *Please submit completed form to BLACKBOARD* |

Department of Chemistry, Imperial College London

Research Student Assessment: Mid-Third Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor *(please circle as appropriate, **if starred response please give details/agreed action in space provided**)*

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral):   Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Is the student on course to present a seminar on his/ her research work?   Yes/No*

PhD Exam Entry form submitted?   Yes/No*

Has the student completed any required Language Training courses Yes / No* / not applicable

Supervisor's General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date …………………….

Please submit completed form to BLACKBOARD

Department of Chemistry, Imperial College London

Research Student Assessment: End of Third Year Report Form

Students moving to CRS should have already completed the form CRS milestone

Name: Start date:

Supervisor: Research Section:

Evaluation to be completed by the Supervisor *(please circle as appropriate, **if starred response please give details/agreed action in space provided**)*

Attendance: Excellent / good / satisfactory / unsatisfactory*

Commitment: Excellent / good / satisfactory / unsatisfactory*

Awareness of Literature: Excellent / good / satisfactory / unsatisfactory*

Presentation skills (written and oral): Excellent / good / satisfactory / unsatisfactory*

Overall Progress: Excellent / good / satisfactory / unsatisfactory*

Has the student registered for CRS (Writing up)?   Yes/No*

Expected date of thesis submission ………………………Date of Viva ……………………….

Reasons if continuation beyond three years:

Supervisor's General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature ……………………………..   Date ……………………..

Supervisor's signature …………………………   Date ……………………

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Department of Chemistry, Imperial College London

Research Student Assessment: Mid Fourth Year Report Form

Name: Initial Registration date:

Supervisor: Research Section:

The college monitors PhD completion rates and in particular records the proportion of students submitting within 4 years of registration for the PhD programme. It is therefore particularly important that, even if you have been awarded a 4 year bursary, you submit your thesis within 4 years of registration.

Reasons for continuation of PhD studies beyond three years:

Expected start date of CRS (Writing up)

Expected date of thesis submission ………………………

PhD Exam Entry form submitted?   Yes/No*

Expected date of Viva ……………………….

Supervisor's General Comments

Student's General Comments, including identification of any issues which need to be addressed
(Students may also submit a confidential report directly to the Director of Postgraduate Studies)

Student's signature …………………………..   Date ……………………..

Supervisor's signature …………………………   Date …………

| *Please submit completed form to BLACKBOARD* |

This is the title

Full Name,*ᵃ Full Nameᵃ,ᵇ and Full Nameᵇ *(PG student first, then Supervisor(s))*

Affiliations (inc. student's email address and CID number)

Note that this report is normally between 4 and 10 pages in length; please make use of figures and illustrations where appropriate
The report should follow the journal format of an established publisher, e.g. the RSC:
http://www.rsc.org/Publishing/Journals/guidelines/AuthorGuidelines/JournalPolicy/index.asp

Abstract

The abstract should briefly explain the context and motivation for the work (Why are we doing it?); the main challenges involved (What are we trying to achieve?); the hypotheses that will be tested; the approach taken; and summarize the results obtained so far..

1 Introduction

Introduce your project in more detail: Why is it important, what is the motivation for the project? What is the current state-of-the-art in the field? What are your hypotheses and which approach(es) will you use to address those? What do you expect to find and how do you move on from there? What is the novel and significant contribution that you hope to achieve by the end of your PhD?

2 Methods

This section should contain an explanation of why the particular methodology has been adopted and a description of the technical details of your work, depending on the nature of your project (computational methods, synthetic techniques, description of instrumentation used, chemicals inc. source, purity etc.).

3 Results & Discussion

As far as available, show a number of key results you have obtained in your PhD so far. These may well be preliminary results or conflicting data - as long as you put them into context. A good approach is to describe the results first and then discuss the meaning (interpretation) - do not jump from one to the other and back as this makes the text difficult to follow.

4 Conclusions

What are the main conclusions from your work so far?

5 Future Plans and Outlook

Based on what you have achieved so far, what are the next steps? What do you expect the main challenges to be? What are your fall-back options ("Plan B")?
Please provide a Gantt chart covering the entire duration of your PhD on a separate sheet. Try to be reasonably accurate - the further you look into the future of your project, the less specific you are likely to be.

Supporting Information (SI)

Where applicable, please provide any additional relevant information, for example further experimental data, tables, derivations and so forth. The above page limit does not include the SI. However, the main text must be comprehensible as a unit - for example, moving the entire Methods section to the SI to gain space in the main text is not permitted. Normally, the SI does not contain extensive discussion of the results and is more descriptive in nature.

Notes and references

ᵃ Address, Address, Town, Country. Fax: XX XXXX XXXX; Tel: XX XXXX XXXX; E-mail: xxxx@aaa.bbb.ccc

ᵇ Address, Address, Town, Country. Fax: XX XXXX XXXX; Tel: XX XXXX XXXX; E-mail: xxxx@aaa.bbb.ccc

† Electronic Supplementary Information (ESI) available: [details of any supplementary information available should be included here]. See DOI: 10.1039/b000000x/

‡ Footnotes should appear here. These might include comments relevant to but not central to the matter under discussion, limited experimental and spectral data, and crystallographic data.

1   A. Name, B. Name and C. Name, *Journal Title*, 2000, **35**, 3523; A. Name, B. Name and C. Name, *Journal Title*, 2000, **35**, 3523.

Student Surveys –

Your feedback is important to your department, the College and Imperial College Union. Whilst, there are a variety of means to give your feedback on your Imperial experience, don't miss your opportunity to express your views via Surveys.

Imperial participates in the national, biennial, **Postgraduate Research Experience Survey (PRES)** run by the Higher Education Academy (HEA).   This survey is important as it allows the College to benchmark itself against other UK higher education institutions. **PRES** last ran from 25 April - 18 May 2017.   **PRES** covers topics such as supervision, research community, progress and assessment, opportunities and research skills. It also includes a few extra questions about issues that are particularly important to us at Imperial such as graduate teaching activities and professional development.

PRES results are also considered by departments and some localised changes may be taking place.

For further information on PRES see:
http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/

USEFUL COLLEGE WEBSITES

Research Seminars

The following link, should contain all research seminars across the College:
http://www.imperial.ac.uk/study/pg/graduate-school/events/research-seminars/

 The College's Student Charter, approved by Senate in June 2012.
 http://www3.imperial.ac.uk/students/ourprinciples

ROLES AND RESPONSIBILITIES
http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/goodpractice

- The role of the Director of Postgraduate Studies
- The role of the Postgraduate Tutor(s)

Students and Supervisors – What to expect:
www.imperial.ac.uk/graduateschool/qualityassurance/phdstudentsandsupervisors

Code of Practice for Research Students
www.imperial.ac.uk/graduateschool/qualityassurance/codesofpractice/researchstudents

Link to plagiarism awareness:
http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism

 Plagiarism advice for postgraduate research students
http://www3.imperial.ac.uk/library/subjectsandsupport/plagiarism/phdstudents

Turnitin UK Plagiarism Detection Service at Imperial College
www3.imperial.ac.uk/ict/services/teachingandresearchservices/elearning/plagiarism

Completing Research Status - Writing up
http://www3.imperial.ac.uk/registry/researchdegrees/writingup

Thesis Submission:
http://www3.imperial.ac.uk/registry/exams/thesisandvivas

Copyright and IP:
http://www3.imperial.ac.uk/researchsupport/contractsandip/ippolicy

Information for students with disabilities, including the Disability Advisory Service:
http://www3.imperial.ac.uk/disabilityadvisoryservice

Welfare and pastoral care /support resources both Departmental and College-wide (e.g. College Tutors, Director of Student Affairs, Counselling Service, Health Centre, NHS Dentist, Student Hub, Chaplaincy, support for International Students, ELSU):

http://www3.imperial.ac.uk/studenthub

http://www.imperial.ac.uk/academic-english/phd-students/

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

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