



Doctoral Training Programme 2022/23 HANDBOOK

YEAR 1

**Imperial College
London**

Welcome to the Department of Life Sciences DTP	1
The DTP Team	2
DTP Director.....	2
DTP Manager.....	2
DTP Cohort Leader	2
DTP Administrator.....	3
PG Research Administrator	3
What to expect	4
A student-centred approach	4
1-2-1 support	4
Quantitative Skills Training	5
PhD student placement.....	6
DTP Cohort Training and Workshops	6
Annual Symposium	6
Careers Speaker Series.....	6
Upcoming Events	7
Requesting Training and Workshops	7
The Graduate School Workshops.....	7
Student Representative.....	8
Art in Science Competition.....	9
Research Outputs	9
Funding	9
Stipend Payments	9
Research Training and Consumables	9
Further Resources	10
Disability Support	10
Contact Us	10

Welcome to the Department of Life Sciences DTP

Congratulations on joining the Imperial College London Department of Life Sciences Doctoral Training Programme. I am delighted to welcome you to a vibrant and exciting research community working in the area of bioscience and biotechnology. Students on the programme work on everything from plant immunology to synthetic biology, computational biology and industrial biotechnology.

You will remain in your cohort for the whole of your PhD and will take part in a range of events specific to your year group including training courses. You will also receive invites to events held for the whole of the DTP student body such as the Careers Events and the Annual Symposium. We have put together a training package that we think is suited to your stage of education and we hope that you find all the courses and events useful. However, this is very much your training programme and we want to hear from you if there are other activities that you would like us to run or if you have feedback on the programme in general (ntp@imperial.ac.uk). There is money available for you to run your own event. So discuss amongst yourselves, and with your student rep once appointed, and let us know if this is something as a cohort, you would like to take advantage of.

We plan that all our events run face-to-face to allow effective cohort building and networking amongst your year group, with the DTP cohort as a whole and with external speakers as appropriate.

Soon we will be sending out a call for a 1st year student representative to join the DTP Management group and we encourage you to talk together to decide on someone who can effectively represent you.

A PhD is a uniquely challenging time in your lives but remember that we are all here to support your training journey.

I very much look forward to seeing you face-to-face on **21st October (see details below)** to welcome you all personally, introduce you to the DTP Management team and explain more about the programme. This will also be an ideal opportunity to interact with other students in your year group as well as meet our current 2nd and 3rd year students. There will also be the chance to talk to our current Year reps to learn more about the role and ask questions.

Bernadette Byrne

Director of the DTP

The DTP Team

DTP Director



Prof Bernadette Byrne

Bernadette's role is to oversee the overall successful delivery of the training programme ensuring that you are given the appropriate training and support to complete your PhD and that you have every chance to exploit all development opportunities available to you at Imperial College London.

b.byrne@imperial.ac.uk

DTP Manager



Dr Nadia Guerra

Nadia looks after the day-to-day management of the programme and is your direct contact to discuss PIPS placements. Nadia ensures that student recruitment, supervision and training are effectively delivered to provide the best possible experience throughout the programme.

n.guerra@imperial.ac.uk

DTP Cohort Leader



Dr Tolga Bozkurt

Tolga is responsible for the management and administration of cohort activities including organisation of cohort delivered Graduate School courses, careers events and the Annual Symposium. If you have any activities that you would like us to organise for you or help in organising your own cohort event please contact Tolga.

o.bozkurt@imperial.ac.uk

DTP Administrator



Rozan Hamilton-Nixon

Rozan is the initial point of contact for all BBSRC DTP issues. She is responsible for obtaining and managing all data relevant to the DTP students, supervisors and the research projects. She will liaise with you directly to organize events and request information as required. She maintains and updates our database of PIPS placements and will monitor all aspects of your DTP focused training. She is responsible for recording the outputs of your individual studentships and will ask for updates on presentations, publications, training events and your PIPS placement.

r.hamilton-nixon@imperial.ac.uk

PG Research Administrator



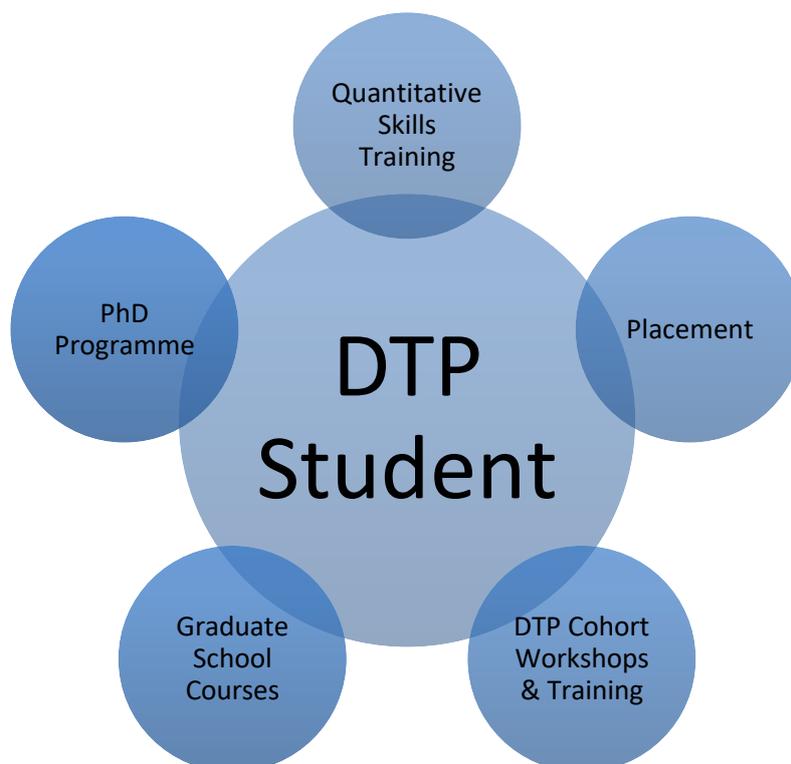
James Ferguson

James oversees administration of all DTP funds. All funds will be managed via this single point source in the Department of Life Sciences. If you have issues with any financial aspects of your studentship, contact Rozan in the first instance who will then liaise with James.

james.ferguson@imperial.ac.uk

What to expect

A student-centred approach



The Doctoral Training Programme centres around you, the student, with training and activities that support you through, and alongside, your PhD programme.

This includes:

- Quantitative skills education provides maths and computing training for bioscience researchers.
- Placement within business or industry to aid your professional networking (not mandatory, see page 5 for further information).
- Workshops and training planned and developed throughout the academic year to support the DTP cohorts' interests, areas of research and cohort building
- Training and workshops aimed at professional development through Imperial College London's Graduate School.

More comprehensive information on these activities and further resources are detailed through the rest of this handbook.

1-2-1 support

1-2-1 meetings will be held twice a year either face-to-face or remotely with your assigned DTP mentor. We will contact you in due course with the dates for these. Please use these as an additional route to tell us how we can support you better. However, if there is something specific you would like to tell us then feel free to contact us directly via email at any point.

Quantitative Skills Training

There is a strong quantitative skills component to the DTP. We recognise that there is no one size fits all approach to this given that our students come from a wide variety of academic backgrounds. Thus, you are free to choose three courses from the list provided below that best suit your specific needs.

A form (linked below) must be completed by the 10 November 2022 with the three selected courses that you will be completing. It is **an absolute requirement** of the DTP that you complete these training courses.

If you are a relative beginner, we suggest taking the following courses:

[Data exploration and Visualization](#)

[R Programming](#)

[Data Processing with R](#)

Whereas if you are more experienced then you will probably be better taking:

[Introduction-to-machine-learning.](#)

[Introduction to Python](#)

[Essential Software Engineering for Researchers.](#)

If you need further help deciding which courses are best to take then please contact the Cohort Leader, Tolga Bozkurt (o.bozkurt@imperial.ac.uk).

[Complete this form](#) by the 10 November indicating which courses you have selected to take, we will follow up on completion.

Mini-project Workshops

You are also invited to take part in optional mini-project workshops which will be available from the second term. A short series of miniproject-based workshops to develop your data science skills, focused on some of the most common types of analysis in life sciences. Four weekly workshops (online on Teams). You will need to be willing to commit approximately 2 hours to work on the miniproject during the week before each workshop. Please note that this course is not for R beginners: this is an intermediate-level course that assumes you have prior experience of programming in R.

Pre-requisites:

- Essential: familiarity with the R language (e.g. have attended the Introduction to R graduate school course).
- Strongly recommended: familiarity with the tidyverse libraries for data handling and graph plotting (e.g. have attended the Data Processing with R graduate school course).

7/03/2023	Working with data: Databases, data wrangling and hypothesis testing	14:00 – 15:00
14/03/2023	Linear models: Predictive models with one or more explanatory variables	14:00 – 15:00
21/03/2023	Genomics: Analysis of RNA-seq data using the bioconductor package	14:00 – 15:00

To Book this course you will need to log into the booking system (Inkpath) with your imperial email address and username by no later than 9 February 2023, 9:00. Booking link: <https://tinyurl.com/cohort-r-lifesciences>

PhD student placement

For students funded on Department of Life Sciences PhD scholarships, it is possible to undertake a placement of up to 3 months in length. Please note that the placement is not mandatory and you will only be able to take one of these upon approval from your supervisor. The timing and duration of the placement must both be discussed and agreed with your supervisor, although in theory it is possible to undertake this at any point during the PhD. Once a placement is confirmed, students **must** complete a *Placement Proforma*, attach a work contract or Memorandum of Understanding, get the *Placement Proforma* signed by your supervisor and send it to dtp@imperial.ac.uk for the DTP Management Committee to approve. **The *Placement Proforma* should be sent no later than four weeks in advance of the placement start date.** Please contact Nadia Guerra (n.guerra@imperial.ac.uk) if you would like to obtain more information.

DTP Cohort Training and Workshops

Throughout the academic year there are a variety of training and cohort events delivered as part of the DTP. First year DTP students are expected to attend all the events as detailed below.

Annual Symposium

We hold an annual symposium which gives DTP students the opportunity to share their PhD research progress with the whole DTP programme. **It is compulsory for all DTP students to attend the Annual Symposium.** Students in the first year are invited to give a 5 minute, 1 slide presentation of their PhD project. Second year students will present posters, and selected third year students will give 10 minute oral presentations. The annual symposium is also an opportunity to hear the experiences of students who have recently returned from their placements. We invite a world-leading expert to give a research presentation at the Symposium, so let us know if you have ideas for speakers. This will be held on **Thursday 6th July, 2023**. Further details will follow nearer the time.

Careers Speaker Series

Starting in January 2023 we will be running a series of Careers Events open to all years of the DTP. Speakers from a range of different academic and industrial settings will share their career experiences. We anticipate that these will include former Imperial DTP students. The details of the different events will be communicated to you via email. If you have any suggestions or requests on topics or speakers for this series send them to dtp@imperial.ac.uk. The dates for these are given below.

Date	Time
16 th March 2023	17:00 – 18:00
22 nd June 2023	17:00 – 18:00

Upcoming Events

Cohort events in the academic year to look forward to.

Date	Event	Time
21 st October 2022	Meet and Greet (in-person, Flowers G47)	16:00 - 18:00
11 th November 2022	Wellbeing Workshop (online)	10:00 – 11:00
30 th November 2022	Lunch Social (in person)	12:00 – 13:00
15 th December 2022	Xmas event (in person)	17:30 – 20:30
8 th February 2023	Lunch Social (in person)	13:00 – 14:00
11 th May 2023	Away Day (in person)	All day
6 th July 2023	Annual Symposium (in person)	All day

Requesting Training and Workshops

We aim to offer training and workshops to support DTP students' needs, research areas and topics. You can email dtp@imperial.ac.uk if you have any requests for training, workshops or speakers.

The Graduate School Workshops

The Graduate School at Imperial College London runs a variety of workshops to support PhD students in their professional development. The following courses will be taking place in the Autumn and Spring terms for the first year DTP Cohort. **Please note you will need to book into each course.** See details on how to do this below.

Date	Course	Time
15 th November 2022	Data Science: Basic Statistics (online)	10:00 – 13:00
22 nd November 2022	Literature Review (online)	13:30 – 15:30
14 th December 2022	Maintaining your Motivation and Building Independence (in-person)	10:00 – 12:00
20 th January 2023	Ensuring Integrity: Science, Research and Integrity (in-person)	13:00 – 16:00
3 rd February 2023	Careers: An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD (in-person)	10:00 – 12:00
28 th February 2023	Developing and Producing your Research: Critical Thinking for Communication (online)	09:30 – 11:30

How to book into your Graduate School courses.

You must book into **all** courses listed above by no later than Monday the 17th of October 2022. See booking links below. You will need to log into the booking system (Inkpath) with your imperial email address and username.

1. Data Science: Basic Statistics

Booking Link: <https://tinyurl.com/cohortbasicstat151122>

You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.

2. Literature Review

Booking Link: <https://tinyurl.com/cohortlitreview221122>

Your tutor, Elena Forasacco, will provide all pre-course information approximately two weeks' before the course is due to take place.

3. Maintaining your Motivation and Building Independence

Booking Link: <https://tinyurl.com/cohortmotivation141222>

Your tutor, Caroline Hargreaves, will provide all pre-course information approximately two weeks' before the course is due to take place.

4. Ensuring Integrity: Science, Research and Integrity

Booking Link: <https://tinyurl.com/cohortscires200123>

You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.

5. Careers: An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD

Booking Link: <https://tinyurl.com/cohortcareerplanningmed030223>

You will receive all pre-course information from the booking system, Inkpath. Keep this for your records and add the course to your Microsoft Outlook calendar.

6. Developing and Producing your Research: Critical Thinking for

Communication | Booking Link: <https://tinyurl.com/cohortcriticalphd280223>

Your tutor, Elena Forasacco, will provide all pre-course information approximately two weeks before the course is due to take place.

Please note, you will need to complete pre-course tasks as well as fully attend the live session to receive a course credit.

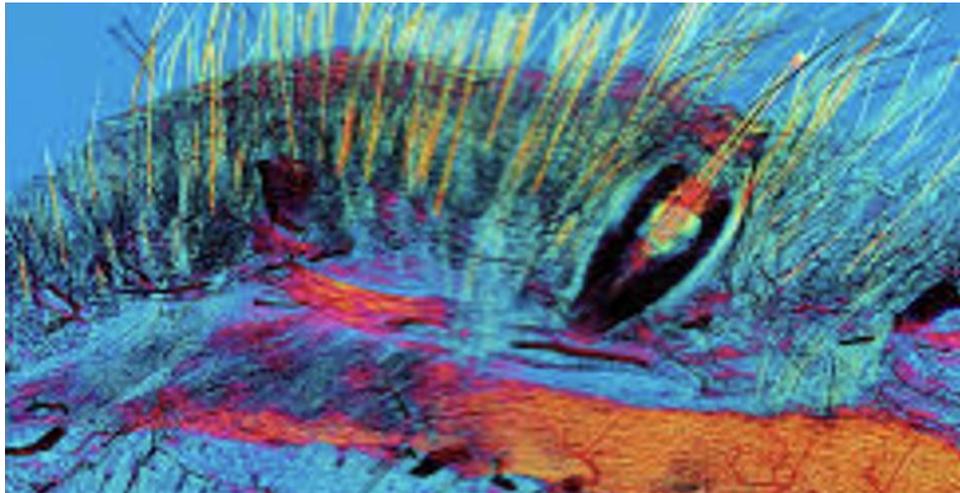
If you have any problems, please contact the [graduate school](#) directly.

Student Representative

The DTP has a student representative for each year's cohort. As a student representative, you will be a point of contact for your cohort and communicate directly with the DTP team. You will also attend our regular DTP meetings and report on any topics or issues related to your cohort. This is a great opportunity to develop your profile and gain experience in a leadership role. [You can nominate yourself or someone else here](#). Nominations close on the 1 December 2022 12noon

In the meantime, feel free to contact our Year 2 Student Rep, Charlotte Manser (c.manser21@imperial.ac.uk), or our Final Year Student Rep, Katie Sharrocks (k.sharrocks20@imperial.ac.uk). [You can find out more about Charlotte & Katie here](#).

Art in Science Competition



This is an opportunity for first-year students to get to know each other and collaborate on a fun and creative project. Working in pairs, you will use art to illustrate a scientific concept/idea/pathway employing any means you can think of (create a song, poem, dance, picture, drawing or any other creative field....).

More information to come at your Meet & Greet. Deadline for submitting your project is 29th November 12noon. Prizes will be given at the Xmas event on 15th December.

Research Outputs

We are very keen to hear about any research presentations you may give at local, national or international conferences and associated prizes awarded. If you have been to a particularly interesting conference and would like to write a short (half side of A4) conference report we would be very interested to receive this. Whilst we appreciate you are some way off this at the moment, we also would like to obtain details of scientific manuscripts accepted for publication in due course. In addition, we welcome reports on any outreach activities you might undertake related to your studies. We will advertise these on the DTP website.

Funding

Stipend Payments

Your stipend is paid monthly into your bank account. To ensure your stipend is paid your bank details must be entered into My Imperial.

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

Research Training and Consumables

Each studentship comes with £5k/ annum for training and consumables costs. An individual grant code will be set up for each student. The funds can be used for research expenses, training and research associated travel expenses.

In order to claim back conference associated expenses email dtp@imperial.ac.uk and request a claims form.

Further Resources

The DTP website

Visit our website to learn more about the programme, upcoming events, the DTP student representatives, and featured DTP students. If you would like to be included on the *Student Spotlight* page, you can submit your information [here](#).

 <https://www.imperial.ac.uk/bbsrc-doctoral-training-partnership>

Activate Student Mentoring Programme to PhD students of Black heritage

The Activate Mentoring Programme seeks to match mentees with mentors who have insight and understanding of the educational experience of students of Black heritage and the challenges they face within education and navigating College life.

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/community-support/activate-student-mentoring-programme/>

Up to date Coronavirus (COVID-19) information

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

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

Disability Support

The Department of Life Sciences will support the accommodation of reasonable adjustments to allow students with disabilities to complete their research projects. In order to access these funds, in the form of a Disabled Student Allowance, contact the DTP (ntp@imperial.ac.uk) to make an appointment to discuss your specific requirements.

The [Disabled Advisory Service](#) at Imperial College London are here to help support students with declared disabilities, long standing medical conditions, specific learning difficulties and mental health conditions.

Contact Us

The first point of contact for any queries relating to the DTP is to email ntp@imperial.ac.uk.

Addendum 1 – Complete Training Programme Table

DTP - YEAR 1			
OCTOBER	TIME	EVENT	VENUE
21-10-2022	16:00 - 18:00	Meet & Greet Welcome Event	G47a&b, Flowers Building
NOVEMBER	TIME	EVENT	VENUE
11-11-2022	10:00 - 11:00	Wellbeing Workshop	Online
15-11-2022	10:00 - 13:00	Data Science: Basic Statistics (GS)*	Online
22-11-2022	13:30 - 15:30	Literature Review (GS)*	Online
30-11-2022	12:30 - 13:30	Lunch Social	G47A, Flowers
DECEMBER	TIME	EVENT	VENUE
14-12-2022	10:00 - 12:00	Maintaining your Motivation & Building Independence (GS)*	In-person (venue details provided on booking)
15-12-2022	17:30 - 20:30	Xmas Event	In-person, venue TBC
JANUARY	TIME	EVENT	VENUE
20-01-2023	13:00 - 16:00	Ensuring Integrity: Science, Research & Integrity (GS)*	In-person(venue details provided on booking)
FEBRUARY	TIME	EVENT	VENUE
03-02-2023	10:00 - 12:00	An Introduction to Career Planning for 1st & 2nd Year PhDs: MLSPD (GS)*	In-person (venue details provided on booking)
08-02-2023	13:00 - 14:00	Lunch Social	SECB 701 Common Room
28-02-2023	09:30 - 11:30	Critical Thinking and Communication (GS)*	Online
MARCH	TIME	EVENT	VENUE
16-03-2023	17:00 - 18:00	Speaker Series - March Event	Room 121, SAF
APRIL	TIME	EVENT	VENUE
No Events			
MAY	TIME	EVENT	VENUE
11-05-2023	All Day	Away Day	Silwood Park Campus
JUNE	TIME	EVENT	VENUE
22-06-2023	17:00 - 18:00	Speaker Series - June Event	Room 121, SAF
JULY	TIME	EVENT	VENUE
06-07-2023	All Day	Annual Symposium	In-person, venue TBC

NB This schedule does not include your Quantitative training. You must book into your chosen 3 data skills training courses as detailed in the handbook

* **Ensure you book into these Graduate school courses by 17 Oct.** See your handbook for booking links and details, pg. 7 & 8

Other Important Deadlines:

17-10-2022	Graduate school courses booking deadline - see handbook for booking links and instructions, pg. 7 & 8
10-11-2022	Quantitative Skills Training course selection form, complete the form linked in your handbook, pg. 5
29-11-2022	Art in Science deadline, email submission to ntp@imperial.ac.uk
01-12-2022	Student representative nomination deadline, submit nomination through link in handbook (pg. 8), or email ntp@imperial.ac.uk
16-12-2022	Data Science mini-workshops booking deadline, see handbook for booking links and information, pg5&6