

IMPERIAL

Faculty of Medicine

National Heart and Lung Institute



PhD and MD(Res) Student Handbook 2026–27

Contents

1.	Welcome to Imperial	4
	Our Principles	5
	Doctoral Proposition	6
	Mutual Expectations for the Research Degree Student Supervisor Partnership.....	6
	Cornerstone.....	7
	The Early Career Researcher Institute	8
	Introduction from the President of Imperial College Union	9
	Key dates 2026–27	10
	My Imperial Campus	11
	Imperial Success Guide	12
	Student Shapers	13
	Imperial Award.....	13
2.	Location and facilities	14
3.	Introduction to the Department	17
	Welcome from PGR Student Representative	18
	Academic and administrative staff	19
	Departmental Information	20
4.	Department Procedures	23
	Departmental Induction.....	23
	Conferences.....	23
	Processing your Expenses Claims	23
	Professional Skills	23
	Bioinformatics course	24
	Research Approvals	24
	Attendance and Absence	24
	Engagement Data Monitoring for Visa Compliance Team.....	25
	Health and Safety Information	25
	Imperial Safety Department	26
	Occupational Health requirements.....	26
5.	Doctoral Milestones and Progress Reports.....	28
6.	Academic Support.....	40
7.	Examination Procedures	42
	My Imperial - Postgraduate Research Milestones	42
	Viva	42

	E-theses: Requesting an Embargo.....	43
	Plagiarism.....	43
	Collusion.....	44
	Dishonest practice.....	44
	Research Misconduct.....	44
8.	University Policies and Procedures	46
	Academic Regulations.....	46
	Unsatisfactory Engagement.....	46
	Fitness to Study.....	46
	Academic and Research Integrity.....	47
	Academic Appeals Procedures.....	47
	Student Complaints.....	47
	Student Disciplinary Procedure.....	48
	Protecting our students from incidents of harassment and sexual misconduct.....	48
	Copyright.....	48
	Use of IT Facilities.....	49
	Employment During Studies.....	49
	Study Leave.....	50
	Ethics.....	50
	Good Research Conduct.....	51
	Leave.....	51
	Interruption of Studies.....	52
	General Data Protection Regulation (GDPR).....	53
9.	Animal research	54
10.	Wellbeing, support and advice	55
	Your Union.....	55
	Student Support Zone.....	56
	Departmental Support and Faculty Senior Tutors.....	56
	Coaching and Research Degree Mediation.....	58
	Advice Services.....	58
	Health Services.....	60
	Disability Support.....	61
	Library and IT.....	62
	Religious Support.....	63
	Support for International Students.....	63
11.	Student Administration	65
12.	Work-life balance.....	66
	Imperial College Union.....	66

	Move Imperial.....	66
13.	Student feedback and representation.....	67
	Student representation	67
	Staff-Student Committee.....	67
14.	Student Surveys	68
15.	Professional Development Opportunities for Research Degree Students.....	69
	Graduate Teaching Assistants (GTA)	69
	Imperial Outreach	69
	Professional Skills Development Programme.....	70
16.	And finally	71
	Alumni services and benefits	71

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 370 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/

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.



[//bb.imperial.ac.uk/bbcswebdav/xid-11805857_1](http://bb.imperial.ac.uk/bbcswebdav/xid-11805857_1)

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.



ecri@imperial.ac.uk



www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/cornerstone/

The Early Career Researcher Institute

The Early Career Researcher Institute wishes you a warm welcome to Imperial. We work closely with Imperial College Union to enhance your experience and 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 community events throughout the year which are an opportunity to broaden your knowledge and meet new people.

Our primary way to communicate with you will be through our 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, study and research. Do make the most of all that the university and your programme have to offer.

 www.imperial.ac.uk/early-career-researcher-institute/

Introduction from the President of Imperial College Union



Welcome to Imperial! On behalf of Imperial College Union, I am delighted to welcome you to our community and congratulate you on earning your place here. Whether you are joining us from nearby or from across the world, we are very pleased to have you as part of Imperial. This is a remarkable achievement, and one that reflects your hard work, curiosity and ambition. You should be very proud of yourself.

Imperial is known around the world for its academic excellence, research and innovation. Many of you may have chosen Imperial because of that reputation, and you will certainly be challenged and inspired. But Imperial is much more than the degree you will leave with. It is also the people you meet, the communities you join, the opportunities you embrace, and the memories you make along the way. Take the chance to meet people beyond your course, explore new interests, and allow yourself to grow through the communities and experiences you find here.

Being in London is also a huge part of the Imperial experience. Around South Kensington, you have museums, parks, music venues and cultural spaces right on your doorstep. Across the wider city, there is food, theatre, sport, history and communities from all over the world. I strongly encourage you to explore where and when you can. Some of your best Imperial memories may come from the moments you did not plan.

Outside your degree, Imperial College Union is home to hundreds of student-led clubs, societies and projects. Whether you are interested in culture, sport, music, performance, academic interests, or something completely new, there will be opportunities for you to get involved. These spaces are often where students find friendships, confidence and a real sense of belonging.

The Union is led by students, for students. The Deputy Presidents and I have been elected to work full time on improving your student experience, and your student representatives work across departments and faculties to make sure your voice is heard. Alongside us, the Union has dedicated staff teams supporting clubs and societies, student representation, events, activities and many other parts of student life.

The Union also runs the Advice Service, which provides free, confidential and independent support on issues such as life in halls, complaints, academic appeals and other concerns you may face during your time at Imperial. You can access this by emailing advice@imperial.ac.uk.

Please remember that you are not alone in this journey. Imperial can be intense, but there are people and communities here to support you. No matter what challenges you face, or what opportunities you are looking for, Imperial College Union is here to help.

Our office is on Level 2 of Beit Quadrangle, and you can find more information on our website.

Wishing you an incredible year ahead, and once again, welcome to Imperial!

Daniel Zhuo
Imperial College Union President 2026–27



union.president@imperial.ac.uk



imperialcollegeunion.org

Key dates 2026–27

In-person induction (Autumn):	12 October 2026
Bioinformatics course (optional):	March 2027 (one week)
In-person induction (Spring):	April 2027, to be confirmed
NHLI PGR Presentation Day:	22 June 2027

Term dates

Autumn term:	26 September 2026 – 11 December 2026
Spring Term:	02 January 2027 – 19 March 2027
Summer Term:	24 April 2027 – 25 June 2027

Closure dates

Christmas/New Year:	23 December 2026 - 03 January 2027 (Imperial reopens on 04 January 2027)
Easter Holiday:	24 March 2027 – 31 March 2027 (Imperial reopens on 01 April 2027)
Early May Bank Holiday:	03 May 2027
Spring Bank Holiday:	31 May 2027
Summer Bank Holiday:	30 August 2027

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.

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**.



[My Imperial Campus | Administration and support services | Imperial College London](#)

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 Imperial campuses, alongside immersive 3D maps of South Kensington and White City. Find buildings, discover campus services, and navigate your way around.

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

Access your timetable and, where required by your department, check in to teaching sessions directly through the app.

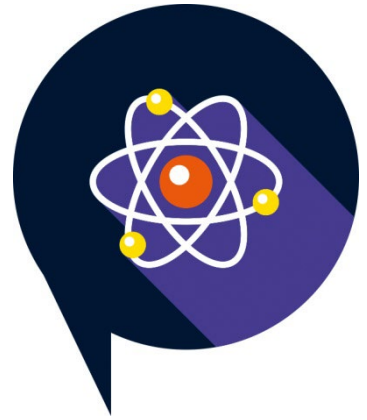
Your Career

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/



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/

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/

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 locations of study will be:



[Hammersmith campus](#)

Du Cane Road, London W12 0NN



[Royal Brompton campus](#)

Guy Scadding building, Cale Street, London SW3 6LY

Facilities

[Hammersmith Hospital Campus](#), East Acton is one of our medical teaching and research campuses. Based around [Hammersmith Hospital](#) facilities on site for staff and students include a [campus library](#), several [catering outlets](#), and [sports facilities](#).

Information about accessibility at Hammersmith Hospital Campus is available online at [AccessAble accessibility guides](#).

[Royal Brompton Hospital Campus](#), Chelsea is one of our medical teaching and research campuses. Based around the [Royal Brompton Hospital](#), facilities for staff and students include a [campus library](#). Information about the accessibility of our campuses is available online through the [AccessAble accessibility guide](#).

Computer access and printing is available at [Hammersmith Campus Library](#) and [Royal Brompton Campus Library](#).

NHLI Education team, Postgraduate Research team (PGR Team) office is located in Room 2N2 in the Commonwealth building at the Hammersmith campus.

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/

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 750,000 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

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

Maps

Campus maps and travel directions are available at:



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

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

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, and services – including lost property and bike security – is located at:

- Wells Way Cabin (Located behind the Abdus Salam Library and Sherfield).

Our ID Card Services Office is located at:

- Sir Alexander Fleming Building G53

SafeZone

SafeZone is an app that allows you to contact the Security and Community Safety team. You can use it in an emergency; to request first aid assistance; or to share information through the app's tip reporting function whilst on any campus. SafeZone can also be used to send important updates and information to the Imperial Community during major incidents or disruptions, both on campus or elsewhere.



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/ 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 Imperial phone.

3. Introduction to the Department

Welcome from the Director of Postgraduate Studies



I would like to take this opportunity to welcome you to the National Heart and Lung Institute (NHLI), Imperial College London. The NHLI is internationally recognised as one of the foremost academic departments engaged in heart, lung, and vascular research. While at NHLI, you will have the opportunity to collaborate with world-leading researchers and conduct your work within a highly motivated and intellectually stimulating environment. This experience will enable you to build lasting professional connections and friendships that will support your future career.

This Research Degree Handbook provides comprehensive information on the support available throughout your programme. It outlines key policies, procedures, and milestone requirements; introduces the Early Career Researcher Institute; details available courses and workshops; and explains the roles of Student Representatives and the Higher Degrees Research Committee. Guidance is also provided on how to seek assistance should any issues arise during your studies. The Handbook will answer many of your questions, but do not hesitate to contact the NHLI Postgraduate Research Office team - they are here to support you throughout your degree.

Be sure to explore Imperial's Doctoral Students' Success Guide—a free online resource designed to support you throughout your PhD journey at Imperial. Far more than a study guide, it offers practical, tailored advice on conducting research, writing reports and presentations, and enhancing your professional development. It is a valuable tool to help you make the most of your time here.

Embarking on a research degree is a distinct and rewarding experience, quite different from taught study. It is a creative and often unpredictable journey, where learning comes not only from success but also from setbacks. Research involves critical thinking, meaningful dialogue, and continuous exploration. Unlike the structured environment of undergraduate study, you will take the lead in shaping your own learning—designing experiments, managing tasks, presenting your work, and writing academically. This growing independence is central to your development as a researcher.

A strong, transparent partnership between you and your supervisor is essential to your development as an independent researcher. Imperial's Mutual Expectations for Research Degree Partnerships document supports this relationship by setting out the professional standards expected of both parties. It also serves as a useful guide for certain aspects to discuss from your first meeting, and revisit at important milestones such as your ESA and LSR.

Most importantly, enjoy your time with us - make the most of every opportunity, and remember that you will always be welcome back. We are excited to see where your journey takes you!

Professor Miriam F. Moffatt

Welcome from PGR Student Representative



Dear new PhD students at NHLI,

On behalf of the NHLI PGR committee, I am thrilled to welcome you all to this exciting new chapter in your careers. You are now part of a vibrant and diverse community where your voice matters.

As a committee, our role is to represent you, ensure your feedback is heard, and work with staff to improve the student experience for everyone. We have an exciting year ahead, with a mix of social events to help you connect with fellow researchers, provide you with personal development opportunities, formulate initiatives designed to help you feel part of a scientific community, and to allow yourself to shape your PhD experience.

We encourage you to join our socials—they're one of the best ways to meet peers who understand the highs and challenges of the PhD journey. Keep an eye on our Instagram page (@nhli.pgr.students) for updates on upcoming events and opportunities. We encourage you to reach out to us if you need guidance and we can help by signposting you to the correct avenue to the best of our ability.

Welcome aboard!

Warm regards,
NHLI PGR committee

About Dimple Zope:

I am a second-year PhD student at the Lloyd lab. I am a PhD researcher focused on understanding the mechanisms of protective immunity in early-life respiratory viral infections, with a particular interest in microbial-based interventions. My work investigates immune cell types and pathways that modulate immune responses, can reduce type 2 inflammation, enhance viral clearance, and prevent long-term sequelae such as preschool wheeze and asthma.

Academic and administrative staff

Director of Postgraduate (Research) Studies and Deputy Director of Postgraduate (Research) Studies



 Professor Miriam Moffatt

Director of Postgraduate Studies (Research)

 400, Guy Scadding Building, Royal Brompton Campus

 m.moffatt@imperial.ac.uk



 Professor Uta Griesenbach

Deputy Director of Postgraduate Studies (Research)

 Emmanuel Kaye Building, Royal Brompton Campus

 u.griesenbach@imperial.ac.uk

Education Team



 Shabna Begum
Education Manager

 G210, Guy Scadding Building, Royal Brompton Campus

 2N2, Commonwealth building, Hammersmith Campus

 shabna.begum@imperial.ac.uk



 Lenara Urazaeva
Postgraduate Research Coordinator

 2N2, Commonwealth building, Hammersmith Campus

 l.uraeva@imperial.ac.uk



 Shuet Kwan Tang
Postgraduate Research Administrator

 2N2, Commonwealth building, Hammersmith Campus

 shuet-kwan.tang@imperial.ac.uk

You will be working in a research laboratory, which may be involved in a number of projects supported by dedicated staff, students, and a range of funding sources. The National Heart and Lung Institute (NHLI) Section Management Team, comprising Section Managers and Division Managers, supports supervisors in managing research budgets, as well as addressing other financial and HR matters within the laboratory.

Contact details can be found [here](#). If you need assistance with processing an expense claim, obtaining approval for an order, or have queries regarding a bursary, tuition fees, or related matters, please speak to your supervisor, who can advise you on your local contact.

In addition, four Research Group Administrators work across the department and are available to provide guidance on local administrative matters.

Departmental Information

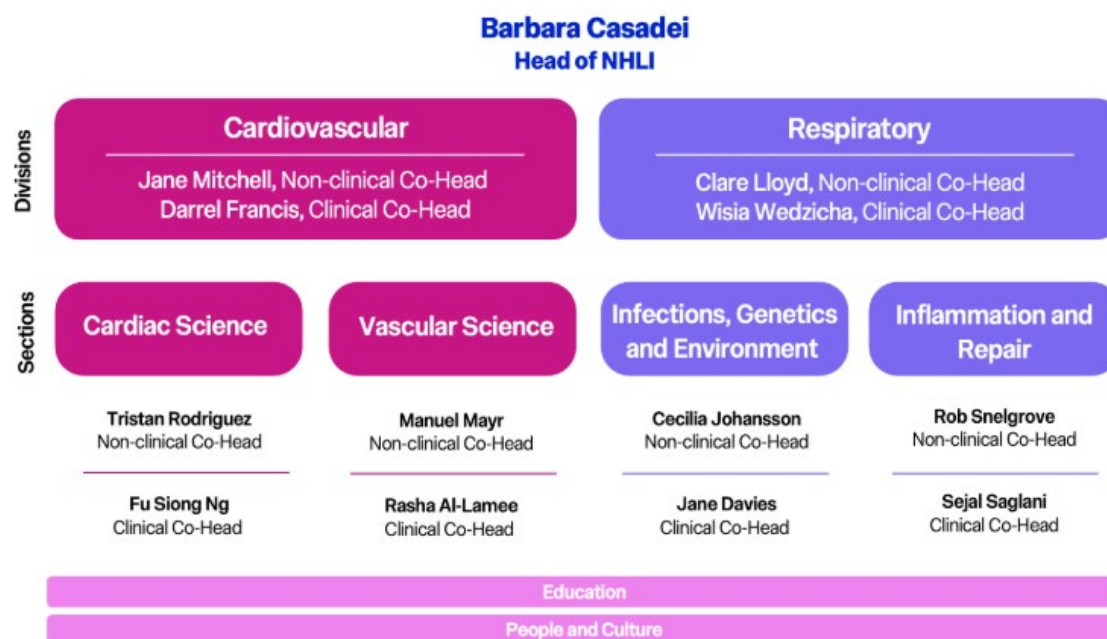
[National Heart and Lung Institute - Postgraduate research](#)

The National Heart and Lung Institute (NHLI) is one of the largest departments in the world undertaking heart, lung and vascular research. We continue to retain our position as a highly respected research centre carrying out research, development and education in cardiovascular and respiratory science. We achieve this through a powerful blend of world-leading clinical and nonclinical (basic) academics, great facilities, highly-rated teaching and an extensive network of international collaborations. The National Heart and Lung Institute was the highest ranked of Imperial's medical departments in the last survey of research quality (REF 2014).

Heart failure, breathlessness and respiratory infections are amongst the most common conditions that can affect everybody and anybody. We are working towards combatting some of the most prevalent diseases by developing both better treatments, and a better understanding of these conditions. These include asthma, chronic obstructive pulmonary disease (COPD), respiratory infections, atherosclerosis, heart failure and heart-rhythm disorders. In addition, due to our colocation with the Royal Brompton and Harefield, and Hammersmith Hospitals, the NHLI is in the privileged position to be able to undertake vital research on rare and often neglected diseases, such as cystic fibrosis (CF), paediatric lung diseases, congenital heart disease and pulmonary hypertension that have a major impact on many people's lives.

[Centres and networks](#)

Our research is organised into four sections spanning cardiovascular and respiratory science: Cardiac Science, Vascular Science, Infections, Genetics and Environment, and Inflammation and Repair.



The Higher Degrees Research Committee

The Higher Degrees Research Committee is chaired by the NHLI Director of Postgraduate Studies Professor Miriam Moffatt and meets termly. The committee reports to the NHLI Executive Committee on all issues relating to the Institute's postgraduate research students. The committee is composed of:

- Chair: Professor Miriam Moffatt
- Members:
- Professor Uta Griesenbach
 - Dr Charlotte Dean
 - Professor Beata Wojciak-Stothard
 - Dr Fiona Culley
 - Dr Michela Nosedà
 - Dr Prashant Srivastava
 - Professor Julia Gorelik
 - Dr Duncan Rogers
 - Dr Graeme Birdsey
 - Professor James Pease
 - Professor Jane Mitchell
 - Dr Lydia Finney
 - Dr James Harker

Dr Birgit Leitinger

Dr Alison John

Ms Shabna Begum

Mrs Lenara Urazaeva

Ms Shuet Kwan Tang

Student Rep: Dimple Zope

PGR Presentation Day

Our annual PGR Presentation Day offers an excellent opportunity to engage with a wide range of research topics, showcasing the breadth of work being carried out. It is also a valuable occasion for networking with fellow students and staff from NHLI's different campuses, helping to foster collaboration and strengthen our research community.

The PGR Team is currently collaborating with the PGR Student Committee to explore potential changes to the event format for next year. We will keep all students informed and share an update early next year.

The next PGR Presentation Day will take place on 22 June 2027.

4. Department Procedures

Departmental Induction

Please access Induction material via [Canvas \(Learning Management System\) | Administration and support services | Imperial College London](#). We hold two in-person induction sessions each year, in April and October. For students starting in 2026, the next induction is scheduled for 12 October 2026, with the April 2027 induction date to be confirmed. Please contact the Postgraduate Research Team at nhlipgr.team@imperial.ac.uk for further details.

Conferences

We encourage our students to attend conferences and there is financial support available to you: [Dean's PhD Professional Development Awards](#)
[Conference Funding](#)

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 to your department. Unless otherwise stated by your department, 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.

Please contact our departmental Finance Manager if you have any related questions: Laavannya Paramanathan l.paramanathan@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 and the research security e-training (Trusted Research module, for students enrolling from 1 September 2026. The module will be made available through the [Student Essentials](#) in Canvas (<https://canvas.imperial.ac.uk/>)
- 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.

Students will also be required to complete the [Time Management for your Doctorate](#) course by 18 month of registration; further details will be announced later in the year.

We strongly encourage students to visit the [Generative AI and Study Guidance Hub | Current students | Imperial College London](#), select 'Faculty of Medicine Students', and complete the self-paced course 'An Introduction to GenAI for Students'.

Bioinformatics course

Dr Prashant Srivastava ([Prashant Srivastava | About | Imperial College London](#)) with support from Professor Mike Lovett ([Michael Lovett | About | Imperial College London](#)) is offering the opportunity for our PGR students to undertake an optional intensive one-week bioinformatics course. The course is designed to provide doctoral students, during the first year of their studies, with the conceptual understanding and practical skills needed to work confidently with modern biological and clinical datasets.

The course places statistical reasoning at the heart of computational analysis and will introduce students to key concepts including big data biology, data preprocessing and quality control, omics analysis, biological image analysis, and artificial intelligence in biomedical research. Rather than focusing solely on software usage/ isolated analytical tools, the course is structured to follow the complete biological data-analysis workflow:

Raw Data → Quality Control → Statistical Analysis → Computational Modelling → Biological Interpretation

This new course is planned to run annually in March commencing in 2027.

Places will be allocated and will be allocated on a first-come, first-served basis and please note we will subsequently ask your primary supervisor to confirm that they support your attendance.

If a place is secured on the course, attendance at all sessions during the one-week is required - partial attendance is **not** an option.

If you have any questions, please contact Lenara Urazaeva at l.uraeva@imperial.ac.uk.

Research Approvals

For ethics approval overview, please refer to the following [webpage](#).

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. 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 should also refer to the Mitigating Circumstances Policy and Procedure:



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 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

Engagement Data Monitoring for Visa Compliance Team

Imperial Visa Compliance Team will ask the NHLI Postgraduate Research (PGR) Team to monitor the engagement between our supervisors and our students. All students who hold visa sponsored by Imperial should be in the UK and studying in-person (unless approved for external study leave or writing up away from University). Therefore, the majority of contact points or supervisory meetings should be in-person. If there are any concerns about their engagement/lack of contact, the PGR Team are to inform the Visa Compliance team.

Departments should ask supervisors to confirm that they have been in contact with their students on a regular basis and add the details of the contact points that students have met accordingly. Supervisors should aim for 10 contacts over the academic year with the student. This is a reminder that as the “writing up away” status no longer exists and students will remain enrolled regardless of being here in the UK or overseas, we do not withdraw sponsorship of their Tier 4 visa/Student visa (unless the student does not want to be sponsored/will not be returning to the UK for viva etc). Therefore, the student must still have supervisory contact during their “writing up” year.

Departments are asked to pay attention to students who have had no in-person contact and have had “remote” contacts consecutively. Students should be on campus and should have regular in-person meetings with their supervisor.

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/

Faculty of Medicine safety contacts:



Helga Koch



South Kensington, Royal Brompton, C&W, Harefield campuses



helga.koch@imperial.ac.uk



Danny Bosdet



Hammersmith [Burlington Danes & Commonwealth Buildings]



d.bosdet@imperial.ac.uk



Diane Thomason



St. Mary's, Northwick Park



diane.thomason@imperial.ac.uk



Sukwinder Singh



Hammersmith [all areas except Burlington Danes & Commonwealth Buildings], White City



sukwinder.singh@imperial.ac.uk

NHLI safety contact:



Henry Wood



525,5th Floor, ICTEM building, Hammersmith Campus



henry.wood@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

[First day - safety and security](#)

[Month One Safety Training \(MOST\) e-learning](#)

[Laboratory Safety - Foundation Training](#)

Additionally, Safety Department offers a range of Safety Courses 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. A full list of courses can be found here:

[Safety Courses | Administration and support services | Imperial College London](#)

For assistance with Safety Courses please contact safetytraining@imperial.ac.uk

<https://www.imperial.ac.uk/staff-development/courses-and-programmes/safety-training/>

Imperial Safety Department

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

The Imperial's activities range from the use of hazardous materials (biological agents, chemicals, cryogenes, 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 via Imperial's online reporting system, CoreStream, the link to which can be found here:

 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 at safetydept@imperial.ac.uk.

For matters related to Fire Safety please contact firesafety@imperial.ac.uk.

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

5. Doctoral Milestones and Progress Reports

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. Whether you're coming from a Master's, from industry or even from research, you need higher-order communicative competence to meet Imperial doctoral expectations and fulfil your ambition as a researcher.

<http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/> The university requires every doctoral student to undertake initial academic communication training within the first year of their programme. This is known as the Doctoral Academic Communication Requirement (DACR).



www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/

Individual PGR Milestones can be viewed on [MyImperial](#).

Student Essentials

All PGR students must complete the mandatory **Student Essentials** training on **Canvas LMS**. The programme consists of seven online modules covering Imperial's values, academic conduct, safety, and student responsibilities, including one module specifically for research students. New PGR students will need to have completed all modules by the end of their first three months of study.

Initial Research Plan

At the start of your student registration, you will receive an email from the PGR team with your individual milestone submissions deadlines and when to submit your Initial Research Plan (IRP). Please refer to our guide on writing the [Initial Research Plan](#). The IRP must be submitted within six weeks of enrolment.

The Initial Research Plan, which must be written by the candidate with the supervisors' assistance, should be 2-4 pages (single-spaced) including figures (optional) with usually no more than 10 references and should be submitted electronically. The purpose of this IRP is to allow assessment of the intrinsic scientific merit of the project and of the student's understanding of the project. It must, therefore, contain sufficient detail to allow a decision to be reached. The IRP should be formulated on the basis of a three year PhD/two year MD(Res), it should not just describe the work that would lead up to the assessment at 9 months.

During your application stage, the PGR Team would approach your primary supervisor to nominate a review panel (assessors) for your project. The review panel must be composed of two independent assessors (who are both members of Imperial College London), with one usually from your Section and one from outside the Section or the Department. The review panel plays a vital role in reviewing IRPs, ensuring they meet the required standards of quality and feasibility. The panel members provide thorough feedback and continue their involvement through both the Early Stage Assessment (ESA) and the Late Stage Review (LSR), offering ongoing guidance and critical evaluation during key stages of the research process.

The review panel will read, assess and comment on the initial research plan. In addition, they may provide an external input on the project, with suggestions for specific experiments, methodologies or potential new directions for your research project. It is important to note that this process is one of approval and not a pass/fail examination.

Early Stage Assessment

The Early Stage Assessment or ESA is a university-wide Milestone, that all doctoral students must pass to continue their registration.

Following submission of your IRP ([Initial Research Plan](#)), you should work with your supervisor to make a strong start on your research project and begin to master experimental techniques and/or other research methods.

The Early Stage Assessment (ESA) aims to give you an early chance to measure your progress, and to step back and assess the focus of your efforts for the next stage of your research degree. It also gives your supervisor an opportunity to obtain a clearer picture of your abilities and aptitude for research.

Note that:

- All doctoral students are required to submit their ESA through Turnitin ([Turnitin Guidance for Students](#)). You should liaise with your department for further information on how to do this.
- Your ESA needs to be completed 12 months after your start date (or 24 months for Part Time students), which may include an opportunity for re-assessment. In order to meet the 12 months deadline, we ask you to submit your ESA written report, updated CV and course list via the submission portals on your [Canvas](#) module at 8th month (FTE) from the start of your student registration. This will allow time for your review panel/assessors to read your report, agree on a suitable time to meet with you for your ESA presentation, collect and respond to their feedback. Any requests by the review panel for you to resubmit your ESA report or to re-present your presentation (or both), needs to take place within the 12 months milestone.

To successfully complete the ESA you will need to have:

- Completed the [Plagiarism Awareness course](#) and the research security e-training (Trusted Research module), for students enrolling from 1 September 2026. The module will be made available through the [Student Essentials](#) in Canvas (<https://canvas.imperial.ac.uk/>), which are mandatory for all doctoral students.
- Accumulated 2 ECRI [professional skills credits](#).
- Fulfilled the [Doctoral Academic Communication Requirement \(DACR\)](#), which is mandatory for all doctoral students.

Additionally, we strongly encourage students to visit the [Generative AI and Study Guidance Hub | Current students | Imperial College London](#), select 'Faculty of Medicine Students', and complete the self-paced course 'An Introduction to GenAI for Students'.

There are three elements to the ESA stage:

1. Written report (min. 5,000 words - max. 6,000 words)

The report must include the following:

- Title page with word count, name and CID
- Abstract
- Background of the subject
- Hypothesis
- Methods
- Results obtained to date
- Discussion, including a statement on the originality of the project
- Outline of future work

Please remember that the purpose of the Early Stage Assessment is to confirm that the student has an understanding of their field of research, the direction of their project, and has the potential to pursue research. Data presented at this stage may be minimal but, should be indicative of the student's ability to perform.

2. CV and list of completed ECRI courses

You must also submit your updated CV and list of [professional skills courses](#) attended. You need to have completed courses worth a total of 2 credits by the time of your ESA milestone.

3. Oral examination

A presentation by the student to the review panel (of 10-20 minutes, with the option of visual aids - maximum 20 slides) followed by the Panel's questions and feedback. Supervisors are not expected to attend the ESA Oral assessment of their students. We recommend allocating about two hours for the ESA Oral assessment.

The Oral Assessment will review student's:

- Oral presentation skills
- Capacity for critical but constructive thinking
- Thorough understanding of the relevant academic discipline
- Competence in the relevant techniques
- Awareness of the associated literature
- Understanding of the hypothesis
- Research ability
- Published papers and abstracts
- Originality of the research
- PhD/MD(Res) potential
- Confirmation project is feasible within the remaining registration period (with thesis submission within 4 years)

The Postgraduate Research team will collect your submission from the [Canvas](#) module and contact your review panel on your behalf, providing the ESA assessment form to them and you will also be included in the message. You will arrange the ESA oral presentation time and location with your review panel then inform the PGR Team by email (nhlipgr.team@imperial.ac.uk) the scheduled date for your presentation.

A student has one opportunity to repeat the Early Stage Assessment if required to do so by the department; the ESA must still be completed within 12 months (24 months for part-time students) of the date of the initial PhD registration.

The Director of Postgraduate Studies (DPS) will review your progress at your ESA milestone and discuss any matters of concerns with you, your supervisors, and/or review panel where necessary. Revisions or any second presentations are meant to take place before your milestone due dates. However, if you and your supervisors anticipate more time is needed, you must inform the Postgraduate Research Team in advance before your milestone due date to request a possible extension and provide us with your reasons. Please note that extending your ESA milestone will not change your LSR milestone or final thesis submission due dates (which will both remain unchanged). If the review panel, supervisors, and DPS determines that the student's progress at their ESA

milestone is such that they cannot continue, the student may be required to withdraw from the course at this stage; alternatively, the Department may ask the Registry department to transfer student's registration to the degree of MPhil. The date of MPhil registration will, in this case, be backdated to the date of the initial PhD registration.

MPhil students must submit their thesis for examination within 24 months (full time) and 48 months (part time) of the date of the initial degree registration. Where a student has had their registration transferred from PhD to MPhil following an Early Stage Assessment, they should normally complete the MPhil within 12 months (full time) or 24 months (part time) of the date of that Early Stage Assessment.

Finally, following your ESA, it is a good opportunity to revisit and discuss with your supervisor, how your partnership is working. Use the [Mutual Expectations document](#) to help with this conversation.

You should read the [Guidance for Early Stage Assessment](#) for further details.

Late Stage Review

The Late Stage Review or LSR is another significant **university-wide milestone** that all doctoral students should pass. It is also a further opportunity for you and your supervisor to “check-in” on how your partnership is working – you can re-visit the [Research Degree Student and Main Supervisor Mutual Expectations](#) document for this.

Note that:

- The LSR **must be completed** by the 24 months into your programme registration (48 months for PT students), which may include one opportunity for re-assessment.

At this point you will be able to measure your progress in your research degree and decide how to focus your efforts for your final period of research. This is a golden opportunity for you and your supervisor to agree a clear picture of how you are progressing towards your final thesis. The exact requirements for your LSR will be determined by your department and will have been approved by the College but it will include a written assignment and an oral assessment.

You should read the [Guidance for Late Stage Review \[pdf\]](#) for further details, and check the information provided by your department.

To successfully complete the Late Stage Review you will need to have:

- Accumulated 2 further credits towards your attendance requirement attending professional development activities offered by the Early Career Researcher Institute (ECRI).

The LSR presentation should be to an open group (e.g. Section, group meeting) followed by a private meeting if requested by the student or review panel. Every effort must be made to have both panel members present but can be undertaken with just one of the panel members if the other cannot attend the meeting. Exceptionally, if both panel members cannot attend an LSR Oral presentation with an open group within the 18-21 month window, then the alternative would be a private assessment within the window with both panel members only.

Written report format

Please prepare a report - no longer than 4 pages long (excluding references or figures) - in a reasonable format which is acceptable by your supervisor(s). The report should demonstrate the following:

- adequate understanding of the research problem
- critical awareness of the relevant literature on the subject
- a realistic plan and schedule for completion within the registration period

Oral presentation content

Please prepare a presentation in the form of PowerPoint slides that is approximately 20-30 minutes in length. The aim of your presentation is to:

- present progress made so far on your research
- provide a clear plan of future work through to completion of your thesis

CV and list of completed ECRI courses

You must also submit your updated CV and list of [professional skills courses](#) attended. You need to have completed courses worth a total of 4 credits by the time of your LSR milestone. Students will also be required to complete the [Time Management for your Doctorate](#) course by 18 month of registration; further details will be announced later in the year.

Additionally, we strongly encourage students to visit the [Generative AI and Study Guidance Hub | Current students | Imperial College London](#), select 'Faculty of Medicine Students', and complete the self-paced course 'An Introduction to GenAI for Students'.

You are to submit your LSR written report and presentation slides to your [Canvas](#) module and the PGR Team will collect your submissions from [Canvas](#) and send them to your review panel on your behalf. We will include you in our communication so that you can start discussing a suitable time to meet with your review panel for your LSR presentation. Your panel remain the same throughout your course and will have reviewed your Initial Research Plan and Early Stage Assessment. Once you have scheduled your LSR meeting with your review panel, please email the date to the PGR Team (nhlipgr.team@imperial.ac.uk).

A student has one opportunity to repeat the LSR if required to do so by the department; the LSR must still be completed within 24 months (48 months for part-time students) of the date of the initial PhD registration. The Director of Postgraduate Studies (DPS) will review your progress at your LSR milestone and discuss any matters of concern with you, your supervisors, and/or review panel where necessary. Revisions and second presentations are meant to take place before your milestone due dates. However, if you and your supervisors anticipate that more time is needed, you must inform the Postgraduate Research Team in advance before your milestone due date to request a possible extension. Any extension to the LSR milestone due date will not change your Progress Review milestone due date (36 months FTE) or final thesis submission date (which will remain the same). If the review panel, supervisors, and DPS determines that the student's progress is such that they cannot continue, the student may be required to withdraw from university at this stage; alternatively the department may transfer their student registration to the degree of MPhil and require the student to write up for the MPhil degree. The date of MPhil registration will, in this case, be backdated to the date of the initial PhD registration. Where a student has had their registration transferred from PhD to MPhil

following a LSR they should normally complete the MPhil within six months (full-time students) and 12 months (part-time students) of the date of that LSR.

Writing Up status

At 36 months, a formal monitoring point (Progress Review milestone) must be completed to ensure that your research is progressing and can be completed within the expected timescales. At this point, you will be expected to demonstrate that you are on track to complete all your experimental work, and you should have a timetable of your remaining work to be completed to meet the expected thesis submission deadline. You should have also completed a minimum period of registration at the university – this is normally 36 months from the initial date of your registration.

You meet with your supervisor(s) to discuss your progress to date and whether you are ready to move into Writing Up period of your PhD programme and you will be expected to submit your thesis for examination by your submission deadline.

Download the [Application for entry to Writing Up Status \(doc\)](#), complete with your supervisors and return the form to the PGR Team (nhlipgr.team@imperial.ac.uk) for processing.

Once approved by your department, you can move into Writing Up period of your PhD programme and you will be expected to submit your thesis for examination within 12 months.. If you are not ready to go into writing up at 36 months, you and supervisors can ask the Postgraduate Research Team to extend your active research period and by how much.

Note that:

- The maximum Writing Up period is 12 months for full time students or 24 months for part time students, since they enter their writing-up status.
- Students in the Writing Up period retain access to College facilities, but are not able to use laboratory facilities for primary research or experimental work.
- Find out all necessary details about the Progress Review on the [Writing Up Procedure \(PDF\)](#).
- If you extend your active research period, your writing up period will be reduced by that amount of time and your thesis submission date remains the same.
- 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
- Students in the Writing Up period are not normally liable to pay student tuition fees.

Examination Entry

All candidates must enter for examination at least **four months** prior to thesis submission.

To enter for examination, candidates should refer to the Examination Entry milestone visible in the **Postgraduate Research Milestones** tile in [My Imperial](#), where you will be asked to provide details relating to your research topic, thesis title and expected date of submission.

Your main supervisor will be asked to nominate examiners for your thesis, in accordance with the College's [Procedure for Appointment of Examiners for Research Degrees](#).

The examination entry details and the examiner nominations will then be considered by the Director of Postgraduate Studies. Upon their approval, the examination entry will be processed by the Registry

Assessment Records Team and you will receive written notification via email once your entry to examination is confirmed.

Please note that candidates must submit their thesis by the given deadline displayed via My Imperial, regardless of the status of the examination entry paperwork.

Step-by-step guidance for using My Imperial Postgraduate Research Milestones is available from the [PGR Milestones Manual - Students](#).

Thesis submission

The culmination of your hard work is when you get the opportunity to present the novel findings of your research in the form of a thesis and then defend them at a viva.

They highlight all that you have learned and how you have developed intellectually during the course of your study. Your thesis is probably going to be the biggest body of writing you have ever written by this point, and, along with your viva, will be an exciting but challenging experience you will probably never forget!

And you need to plan for this moment:

- **To be able to submit your thesis, you need to complete your examination entry on MyImperial no later than 44 months after the initial date of your registration and at least four months before you submit your thesis.** This allows the university to appoint your nominated examiners as well as confirming you have completed all your markers and milestones.
- Together with your supervisor, you should talk about suitable examiners, both internal and external
- [Details of what is required are available on the university website](#), but you will also receive further **guidance from your department and your supervisor**.

Your thesis deadline is displayed via My Imperial. Candidates must submit their thesis electronically via the 'Postgraduate Research Milestones' tile in [My Imperial](#).

Please refer to the College's Thesis Submission Checklist for further information on thesis submission procedures and requirements: Submission checklist for Imperial College degrees There is no set thesis file submission limit, however, additional illustrative material to be provided to the examiners may be submitted to the Registry Assessment Records Team (assessment.records@imperial.ac.uk) directly.

Imperial College London has an [Open Access policy](#) in relation to its students' theses. This means that when you finish your thesis, it will be made publicly available through the Imperial's open access repository, [Spiral](#). Since the thesis will be openly accessible it is important that copyright laws are not infringed through use of material copyrighted by journals.

In some cases, it may be necessary to delay the release of a thesis to the public - this is referred to as an embargo. This can apply when the thesis involves specific [intellectual property](#) (IP). Intellectual property is the term used to describe creative outputs from scientific, engineering, literary and artistic endeavours that can be legally protected - such as the results arising from research.

If you want advice on preparing your thesis, your supervisor will be able to suggest support and resources for you; below you can find some key resources and workshops that you may find helpful.

The Library have abundant information in their [Preparing your Thesis for Submission](#) webpages offering help and support on every step of the process.

The Library also have further details on:

- [Copyright Guidance](#)
- [Requesting embargoes](#)
- [Reproducing published extracts, images, figures, etc.](#)
- [Your rights to publishing material from your thesis](#)

The Early Career Researcher Institute (ECRI) offers:

- Preparing for Thesis Submission, Examination and Open Access Q&A session - in collaboration with the Library.
- Thesis workshop
- Thesis writing retreat
- Intellectual Property - online course
- Publishing Open Access: Your research and thesis workshop

Registry also offer [guidance](#) in relation to your thesis submission both prior to your viva and your final thesis submission after your viva.

Plagiarism in Theses Guidance is also a helpful document for students:



www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Plagiarism-issues-in-theses.pdf

Viva

Your viva is a chance to show your in-depth knowledge of your subject area and discuss the important research findings that you have made - whether they are positive or negative.

A doctoral degree is a training process. Your examiners will be there to:

- establish you have achieved this training and that the work contained in your thesis is your own.
- see that during the course of your degree you have started to become an independent well-rounded researcher who is making a valuable contribution to the research community.

The Early Career Researcher Institute (ECRI) has put together a complete online resource Passing your Viva, including information on the processes involved, and videos on both a student perspective and an examiner's perspective.

If you want to request a remote Viva, you should read the Guidance for Students on the Modality of Final Thesis Research Degree Vivas.

Preparing for your Viva

Before your Viva takes places there are some steps you can take in preparing yourself for the examination:

Anticipate questions that will be asked

Test yourself by doing some practice questions. Ask your supervisor to provide you with a list of questions that they would anticipate may be asked. Identify areas that you are uncertain about and discuss further with your supervisor if you have concerns about what you could be questioned on.

Mock viva

You may find your supervisor or department will automatically organise a mock viva. If not, ask your supervisor if they will conduct a mock viva with you, perhaps including another member of the research team who is familiar with your research work and could ask you relevant questions.

Review your material

Review your knowledge as you go along. Make sure you have not missed anything along the way. If there is anything you are unsure of, make time to focus on that area again. Mark up key parts of your thesis. Remember you are allowed to take a copy of your thesis into the examination. You can refer to it if needed, such as when discussing key figures and tables in relation to the data that you have generated.

Some time may have passed since you submitted your thesis, so make sure you are up to date with relevant publications published after your thesis submission. If you don't you may find that your examiners are more up to date on relevant published research findings than you.

Keep calm, relax, sleep well and eat well

When re-reading your thesis and revising for your viva do not let yourself get too stressed. Allow yourself plenty of time to prepare for the examination. Do not leave things until the last minute - especially not the night before the viva.

Allow yourself time to relax, eat properly, and sleep. You will function better in your viva if you are not tired, hungry and grumpy - and you'll make a better impression on your examiners.

You can review the [useful videos and resources](#) put together by a group of UK universities demystifying and giving advice to students who are preparing for their viva.

You may also consider attending some workshops to further develop your [communicating research skills](#).

During your Viva

Just as when delivering any other presentation, remember to breathe, pause between sentences and engage with your examiners. Regular eye contact is key.

If you do not understand the question, ask the examiner to repeat it. If you do not know the answer to a question, just be honest and say so.

When answering questions, take a moment to think before you speak. That way you will ensure you give a detailed but concise answer and will avoid waffling in an unfocused manner.

6-Monthly Progress Reports

The NHLI Postgraduate Research (PGR) Team asks all MD(Res) and PhD students to complete a 6-Monthly Progress Report every six months, based on their individual registration timeline (i.e. six months from their start date/registration date).

The report should provide a brief overview of your progress to date, while including sufficient detail to allow an assessment of your academic development and any challenges encountered. The report should be discussed and completed jointly by the student and their primary supervisor. Both parties will have the opportunity to comment on progress, identify any areas of concern, and highlight challenges.

The NHLI 6-Monthly Progress Report is available in two formats:

- **Online Form**

We ask that the primary supervisor completes the online version of the report together with the student. This allows the system to automatically record the supervisor's Imperial email address as evidence for the PGR Team's records.

- **Word Document**

If using the Word version:

- Arrange a meeting between the student and primary supervisor to discuss progress and complete the form together.
- Once completed, email the form to nhlipgr.team@imperial.ac.uk.
- The email must include both the student and primary supervisor.

Following submission, a PGR Tutor will review the report and raise any concerns with the PGR Team and the Director of Postgraduate Studies (DPS), where appropriate.

The 6-Monthly Progress Report is not a formal milestone and is not a pass or fail assessment. The information you share is for the NHLI Postgraduate Research Team, the PGR Tutors, and with the Director of Postgraduate Studies (DPS) to monitor student progress and identify any support that may be required.

Students who are on Interruption of Study, close to thesis submission date or newly registered are not required to submit their 6-Monthly reports to the Postgraduate Research Team.

All other enrolled students will be asked to complete two forms every six months:

Academic progress report

This form should be completed jointly by the student and primary supervisor following a discussion of the student's academic progress during the preceding six months.

Student Experience form

This confidential form provides students with an opportunity to share their experiences with the PGR Team, the PGR Tutors, and with the Director of Postgraduate Studies. This form is confidential, is not shared with supervisors and does not require supervisor involvement.

If the student and supervisor are unable to agree on the content of the Academic Progress Report, this should be indicated on the form. In such cases, the matter will be followed up by the PGR Team and will be referred to the DPS and/or the appropriate Postgraduate Tutor.

If this report will be your first or last of your degree registration (PhD or MD(Res)), then we recommend that you meet with your mentor (if you have one) to discuss your progress. Please contact your mentor in advance to arrange a meeting as they may not be as readily available as your supervisor(s) with whom you would be having regular meetings.

If, for any reason, a meeting with your supervisor to discuss your progress is not possible, the student must inform the PGR Team and ensure that they still submit their Student Experience form regardless of the progress report not being completed.



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/

6. Academic Support

Departmental Support and Faculty Senior Tutors

NHLI 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 – what you discuss will be completely confidential.

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



 Dr Charlotte Dean

Senior Welfare Tutor

 520, VPD Building, Hammersmith Campus

 c.dean@imperial.ac.uk



 Professor Beata
Wojciak-Stothard

PGR Tutor

 535, ICTEM building, Hammersmith Campus

 b.wojciak-stothard@imperial.ac.uk



 Dr Fiona Culley

PGR Tutor

 319, VPD Building, Hammersmith Campus

 f.culley@imperial.ac.uk



 Dr Michela Nosedà

PGR Tutor

 431, ICTEM building, Hammersmith Campus

 m.nosedà@imperial.ac.uk



 Dr Prashant
Srivastava

PGR Tutor

 337, ICTEM building, Hammersmith Campus

 prashant.srivastava@imperial.ac.uk



 Dr Graeme Birdsey

PGR Tutor

 535, ICTEM building, Hammersmith Campus

 g.birdsey@imperial.ac.uk



 Dr Lydia Finney

PGR Tutor

 421, VPD Building, Hammersmith Campus

 l.finney@imperial.ac.uk



 Dr James Harker

PGR Tutor

 321, VPD Building, Hammersmith Campus

 j.harker@imperial.ac.uk



 Professor James
Pease

PGR Tutor

 325, VPD Building, Hammersmith Campus

 j.pease@imperial.ac.uk



 Dr Birgit Leitinger

PGR Tutor

 523, VPD Building, Hammersmith Campus

 b.leitinger@imperial.ac.uk



 Professor Julia Gorelik

PGR Tutor

 429, ICTEM building, Hammersmith Campus

 j.gorelik@imperial.ac.uk



 Dr Alison John

PGR Tutor

 312, Guy Scadding Building, Royal Brompton
Campus

 a.john@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/

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

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/

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/

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/

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

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/
- 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

 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/pgs/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

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/

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.

 <https://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/research-integrity-ethics-and-sustainability/plagiarism-awareness-online-course/>

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.

Imperial College London expects that all staff and students engaged in research will conduct their research responsibly and in a way that supports public trust in Imperial's research methods and findings and complies with all relevant legal and professional standards, including Imperial's research misconduct policies and processes.

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 Research Misconduct Policy and Procedures (Regulation 21) can be accessed here:

 [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](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)<http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/>
<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/new-library-may-24/Regulation-21---Research-Misconduct-Policy-and-Procedures.pdf>

 <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity-investigations/misconduct/>

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

 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/

 <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes>

8. University Policies and Procedures

Academic Regulations

All registered postgraduate research students of Imperial are subject to the university Terms and Conditions as well as the 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



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



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 student's 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

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/



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

There is a requirement to do the trusted research course which can be found here:



<https://www.imperial.ac.uk/research-and-innovation/research-office/research-security/research-security-training/trusted-research-e-learning/>

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

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



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/

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/ 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/

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/

Intellectual Property Rights Policy

Imperial's [Intellectual Property \(IP\) policy](#) governs the ownership and management of university 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/

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

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/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

 <https://www.imperial.ac.uk/admin-services/library/use-the-library/regulations-and-policies/conditions-of-use-of-it-resources/>

Employment During Studies

You may opt to seek employment on a part-time basis during term time, alongside your research. You might do this to supplement other funding sources, such as GTA work, use existing skills, gain new skills, work in or lead a team, expand your network, build employability, support your wellbeing, or have fun, amongst other reasons.

Being engaged in a mixture activities is important for supporting wellbeing but it is important that the time you spend on degree-related research is balanced. For some students the need to earn extra income via part-time employment is an acute need which the university acknowledges.

If you are in unexpected financial need, you should investigate what other [financial support options](#) are available. An excess of time spent on non-degree activities, can be detrimental to academic achievement. Students are not normally encouraged to undertake part-time employment for more than 8 hours on average per week, including GTA work. Any non-degree activity should not normally entail missing learning sessions, tutorials, seminars, supervision and research group meetings, placements or milestone assessments.

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/?

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 30 days to a maximum of 40 days per year 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/

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.

 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/

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.

 www.imperial.ac.uk/research-ethics-committee

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/

Leave

It is important to take a break from your research and Imperial has a PGR Annual Leave policy in place to support you.

If you are funded, you should check the terms and conditions of your studentship which will set out your annual leave entitlement. Unless otherwise stated in your terms and conditions, the university's position is that all research degree students, including international students with a Student Visa, are entitled to 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). This annual leave entitlement aligns with the UKRI's terms and conditions for training grants, student annual leave.

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/ecri/public/research-degree-students/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](#).

The department is required to maintain records and formally document parental leave, medical leave, and additional leave taken by UKRI-funded students. We would therefore be grateful if you could inform the PGR Team nhlipgr.team@imperial.ac.uk or Lenara Urazaeva l.uraeva@imperial.ac.uk as soon as possible of any such leave. This information is used to manage funding, ensure compliance with UKRI terms and conditions, and facilitate any necessary extensions to a student's award period.

Interruption of Studies

An interruption of studies means taking a temporary break from your studies. The break is usually for the remainder of the academic year or a full calendar year and most often is needed for health-related, financial, personal, or work-related reasons. Use this page to understand what you need to think about and how to apply for an interruption.

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 that you understand the implications so use the information here and speak to someone like your Senior Tutor, supervisor, PGR Director or PGR team to make sure you are well-informed. They will be able to advise you and support you along the process of taking a break from your studies.

Some of the things you need to consider will depend on the reason for your interruption:

- **Health reasons** - you may be required to provide medical evidence, such as a medical certificate or letter from your doctor, hospital admission note or letter from your counsellor.
- **Financial reasons** - you may need to provide evidence that you have financial difficulties.
- **Other personal or employment-related reasons** – you may need to provide evidence about your personal circumstances to support your application to pause your studies. The information required will vary according to your situation.

Whatever reason you have for interrupting your studies, it is really important to think about what you will do during the interruption and what will be different or better about your situation when you return.

Interruptions of studies are normally only approved during active teaching periods. If you are outside of term time (for example, during the summer vacation), your interruption request may not be processed until the next academic year begins. Speak with your Senior Tutor as early as possible if you are considering taking a break from your studies.

Students studying on a visa – a break in your studies may affect your student visa. For more information read our guidance below. Alternatively, you can contact the [International Student Support](#) team to discuss your options.

Students receiving funding - if you receive funding from the Student Loan Company or a sponsor you will also need to let them know your student status will temporarily change once you interrupt. For PhD students in receipt of a College or departmental scholarship please contact your department for more information.

Students who have outstanding tuition fees - if you still owe tuition fees when you take a break from your studies, a hold will be placed on your student record. If you haven't paid the full amount by the time you are supposed to return, you will be notified about the outstanding fees, and you may be forced to extend your interruption until the debt is fully paid. Your return date will then be adjusted based on the enforced break. It is important to know that the period of enforced interruption will count towards the maximum time allowed for you to complete your studies.

You can submit a request to interrupt your studies via MyImperial by following the steps below:

1. Log into [My Imperial](#) using your username and password
2. Click on the “*My Interruption of Studies*” tile
3. Select your current programme of study and click on the “*Submit a request to interrupt your studies*” button
4. Fill in the application form and upload your supporting documents, if you have any
5. Submit and track the progress of your application

If you have requested IOS for health reasons, you may be required to provide supporting evidence that you are fit to resume your studies.

Please note that you can only apply for an interruption lasting a maximum of two years (24 months) or less if you've already taken an interruption before.

You are not able to backdate an interruption request, it can only start from the date you are applying or a date in the near future. You are able to submit an interruption request in advance, but please be aware that your record will not be updated until the planned interruption start date is reached.

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.



<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.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/

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](https://www.imperialcollegeunion.org/advice) and complete the registration form to speak with a member of the team.



www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates various Representation structures, including one for postgraduates, which consists of 500+ elected student representatives from programme, group or stream study level to a faculty level, who have strong links to the Officer Trustees. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation & Community Networks also work to make sure that the views of under-represented and interest groups are heard at Imperial. The student representatives are generally 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

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

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.

Please refer to page 43 for PGR Tutor details.

Mentor

The [Mentoring Scheme](#) is open to all PhD and MD(Res) students within NHLI. We strongly recommend that you have a mentor to support you during your time on the course. Mentoring is a useful resource for specific issues you wish to discuss with someone. Examples of topics that could be covered in mentoring include but are not limited to:

- relationship with your supervisor(s)
- balancing work and personal life
- going on or returning from parental leave
- career progression (e.g. progression from a postdoc to an independent researcher, or changing your career direction)

You can choose to have a mentor to support you from the start of your research degree or ask to have one later on. Please find available information on [Mentoring at NHLI](#).

[Activate mentoring programme](#) is targeted to support students from minority ethnic heritage groups.

Buddy Scheme

The NHLI Postgraduate Research (PGR) Buddy Scheme aims to support the successful transition of new research degree students into the Department and the wider Imperial College London community.

The scheme provides first-year PhD and MD(Res) students with the opportunity to be paired with a second-year research degree student. Buddies offer informal peer support, share their experiences of postgraduate research study, and help new students become familiar with the academic, professional, and social aspects of life at NHLI and Imperial.

The Buddy Scheme is intended to complement the support available through supervisory teams, PGR Tutors, Student Representatives and the NHLI PGR Team. It does not replace formal academic supervision, pastoral support services, or College induction activities.

Purpose of the Scheme

The NHLI PGR Buddy Scheme is designed to:

- Facilitate the integration of new students into the NHLI postgraduate research community.
- Encourage peer-to-peer support and the sharing of experiences.
- Provide new students with an additional point of contact during the early stages of their research degree.
- Promote a welcoming, inclusive and supportive research environment.
- Help students identify and access relevant College and Departmental resources and support services.

Role of a Buddy

Buddies are experienced second-year research students who are keen to support incoming students.

They may:

- Share practical advice about studying and conducting research within NHLI.
- Provide information about departmental activities, training opportunities and student events.
- Assist new students in navigating College systems and resources.
- Signpost students to appropriate services where additional support may be required.
- Encourage participation in the NHLI and Imperial postgraduate research communities.

Buddies are not expected to provide academic supervision, specialist advice, or wellbeing counselling.

New students will be matched, where possible, with a second-year student from same section and therefore division, campus location and ideally a similar research area.

Buddies are asked to contact their matched student shortly after enrolment and meet with them in person or online. After this initial meeting any future interactions is at the discretion of the new student but both parties are at liberty to contact one another as and when they wish to.

Becoming a Buddy

Second-year PhD and MD(Res) students are invited to act as Buddies and contribute to the development of a supportive postgraduate research community within NHLI. Participation provides an opportunity to develop communication, mentoring and leadership skills while supporting the experience of new research students. Whilst you may be a new student this year you likewise will be giving the opportunity to be a Buddie in the subsequent year of your studies.

FoM (PG) Student Wellbeing Advice Service

The FoM (PG) Student Wellbeing team can help provide you with general support on managing your wellbeing and can talk through any wellbeing-related concerns that you might have in relation to your studies. Given the nature of your studies, it's completely understandable and even somewhat expected that issues will arise at some point during your programme so please don't hesitate to get in

touch for support if you're feeling stressed, anxious, overwhelmed or just want to talk- you don't have to deal with it alone or be in crisis in order to seek support.

What can you expect from an appointment with an adviser?



The Student Wellbeing Advisers can offer confidential one-to-one meetings (online or in person) to discuss your situation. We will meet with you to talk through your initial concerns and agree next steps. These meetings are a time to reflect on your wellbeing. They are also an opportunity to:

- Receive relevant information to assist with your query
- Access support with setting wellbeing-related goals
- Be introduced to wellbeing self-help resources
- Discuss where to go for further support

Your dedicated Student Wellbeing Adviser is Becky Zamora and you can get in touch for an appointment by completing the [registration form](#) or emailing fomwellbeingpg@imperial.ac.uk. We're here to support you during your time at Imperial so please don't hesitate to get in touch whether it's something big or small- we'd love to hear from you.

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/

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/

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

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

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

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/

For tuition fees queries, contact the Tuition Fees team:



020 7594 8011



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

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 enrolment and student records (statement 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 5, Sherfield Building, South Kensington Campus

 020 7594 9444

 student.hub@imperial.ac.uk

 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, webinars and contract-checking services.

 Level 1, Faculty Building, South Kensington Campus

 020 7594 3300

 accommodation@imperial.ac.uk

 www.imperial.ac.uk/students/accommodation/prospective/pg/

 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/

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

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/

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 this has never been formally investigated, the Disability Advisory Service offers initial screening appointments and referrals for full assessments if appropriate.



020 7594 9755



disability@imperial.ac.uk



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.

More information on Departmental Disability Officers is available at:



www.imperial.ac.uk/disability-advisory-service/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

NHLI PGR Disability Officer:



 Shabna Begum
Education Manager

 G210, Guy Scadding Building, Royal Brompton Campus

 2N2, Commonwealth building, Hammersmith Campus

 shabna.begum@imperial.ac.uk

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

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/

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

Centre for Academic English (CfAE)

As a student at Imperial, you want to be good at your research and you also want to be good at communicating it. CfAE can help you:

- communicate your science more easily and more effectively in writing and in speaking
- increase your chances of publication
- improve your employability prospects through enhanced communication skills

The CfAE team are experts in academic communication and work with all students and academic staff at Imperial. They understand how busy your research timetable is, as well as what support you need and when you need it. CfAE provide a range of options which accommodate different learning styles from personalised self-study resources to live group activities to 1:1 coaching sessions.

To find out how CfAE can help you throughout your doctoral journey, visit their website, email the team or come meet them on Level 3, Sherfield Building, South Kensington Campus.



www.imperial.ac.uk/academic-english/



Level 3, Sherfield Building, South Kensington Campus



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

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/

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



[Preventing harassment and sexual misconduct | Current students | Imperial College London](#)

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/

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



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 370+ 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

 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/

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

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/

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.

NHLI PGR Student Committee have initiated, designed, and circulated their own student experience survey to welcome feedback from our PGR student community. The Higher Degree Research Committee supported our Student Committee's decision to create their own survey. We encourage students to participate and share their views and experiences.

Student representation

Student Representatives are recruited from every department and faculty 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

If you are interested in becoming a member of the NHLI PGR Student Committee, please contact either the NHLI PGR Student Committee nhli.pgr.sc@imperial.ac.uk or the NHLI PGR Team nhlipgr.team@imperial.ac.uk.

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. Your elected Union representatives share student feedback here. Imperial good practice guidelines for staff-student committees are available here:



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

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:



<https://www.imperial.ac.uk/early-career-researcher-institute/who-we-support/research-degree-students/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

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.



<https://www.imperial.ac.uk/early-career-researcher-institute/learning-and-development/courses-by-programme/gtas-and-teaching/>

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/

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/

 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/

16. And finally

Alumni services and benefits

Graduation is just the beginning. As part of a lifelong global community of more than 275,000 Imperial alumni, you'll enjoy access to exclusive benefits, opportunities and support wherever your future takes you.

Whether you're looking to continue learning through study discounts, mentoring, career support, online resources and events, or hoping to build meaningful connections through a worldwide network of alumni, Imperial is here to support you at every step. With added perks including Imperial Plexus, our online alumni community platform, library membership, webinars, access to Imperial College Union, and more, you'll remain part of a community that continues to open doors long after graduation.

Visit the alumni website to explore your benefits and connect with fellow Imperial alumni across the globe.



www.imperial.ac.uk/alumni/benefits/recent-graduates/