

Imperial College London

Faculty of Medicine
School of Public Health

Postgraduate Research

Student Handbook

2021-22

Contents

1. College Introduction	1
Welcome to the College	1
Our Principles	2
Doctoral Proposition.....	3
Mutual Expectations for the Research Degree Student Supervisor Partnership	3
Welcome from the Graduate School.....	4
The Graduate School	5
Imperial Mobile app.....	6
Welcome to Imperial app.....	6
Imperial Success Guide	6
Key Dates 2021-22	7
Location and Facilities.....	7
2. Introduction to the Department.....	9
Welcome from Director of Postgraduate Studies	9
Welcome from Postgraduate Senior Tutor.....	10
3. Departmental Procedures.....	11
Departmental Induction	11
Professional Skills	11
English Language Requirement	11
Attendance and Absence	11
Health and Safety Information	12
4. Doctoral Milestones & Departmental Requirements	14
Doctoral Milestones and Progress Reports	14
PhD Registration.....	16
Early Stage Assessment.....	17
Late Stage Review.....	19
Examination Entry.....	20
Thesis Submission.....	21
5. Academic Support.....	23
Departmental Support and Faculty Senior Tutors.....	23
6. Examination Procedures	25
My Imperial - Postgraduate Research Milestones	25
Vivas	25
E-theses: Requesting an Embargo.....	25

Plagiarism	26
Collusion:	26
Dishonest practice.....	27
7. College Policies and Procedures.....	28
Regulations for Students.....	28
Unsatisfactory Progress	28
Academic Integrity.....	28
Academic Misconduct Policy and Procedures	28
Appeal Procedures.....	28
Student Complaints.....	29
Student Disciplinary Procedure	29
Copyright.....	29
Intellectual Property Rights Policy	29
Use of IT Facilities.....	29
Employment During Studies	30
Study Leave	30
Ethics	30
Good Research Conduct.....	31
Leave	31
General Data Protection Regulation (GDPR)	31
8. Animal Research	32
9. Wellbeing and Support	33
Student Support Zone	33
Departmental Support and Faculty Senior Tutors.....	33
Postgraduate Coaching and Research Degree Mediation	33
Advice Services.....	33
Health Services	35
Disability Support	35
Library and IT.....	36
Religious Support.....	37
Support for International Students.....	37
10. Student Administration	38
11. Work-life Balance.....	39
Imperial College Union	39
Graduate Students' Union	39
Move Imperial	39
12. Student feedback and representation.....	40
Feedback from Students	40

	Student Representation.....	40
	Staff-Student Committee.....	40
13.	Student Surveys	41
14.	Personal Development Opportunities for Research Degree Students	42
	Graduate Teaching Assistants (GTA).....	42
	Imperial Outreach.....	42
	Professional Skills Development Programme.....	43
15.	And finally	44
	Alumni Services	44

1. College Introduction

Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years. You're now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching, learning, supervision, and services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your

Department and the Graduate School. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like writing your literature review or simply having someone to talk to.

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

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

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



Our Principles

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

Imperial will provide through its staff:

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

Imperial will provide students with:

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

Imperial students should:

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

The Imperial College Students' Union will:

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



www.imperial.ac.uk/students/our-principles

Doctoral Proposition

Imperial College London will:

Provide a world-class research programme

- focused on performing cutting-edge research that makes a significant contribution to the knowledge base
- throughout which internationally-acclaimed academics support, inspire and challenge you as you develop into an independent researcher
- in a vibrant and diverse community united by the aims of advancing the frontiers of science, technology, medicine and business, and addressing key economic and societal challenges

Provide innovative and effective professional development

- equipping you with skills to increase your research and personal effectiveness
- that gives you an insight into a wide range of career opportunities
- helping to ensure that you have the necessary attributes to excel in your chosen career

Deliver outstanding networking opportunities

- providing access to the elite international research community
- that arise from our extensive engagement with industry and business
- by organising a wide range of interdisciplinary meetings and social events within the College

Offer life-long membership of the Imperial community

- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

Mutual Expectations for the Research Degree Student Supervisor Partnership

The Graduate School has produced a list of minimum expectations that students and supervisors can expect from each other. It is designed to facilitate conversations to establish effective partnerships and the College requires that the document is discussed at the first meeting between a main supervisor and a new student. It should be noted that this is not exhaustive and that the student and supervisor may wish to discuss and personalise each point to suit.

[Mutual-Expectations-PGR.-01.07.20.pdf \(imperial.ac.uk\)](#)

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

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

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

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

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

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

The Graduate School

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

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

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



Professional skills courses

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

 www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/

All courses can be booked online.

Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 graduate.school@imperial.ac.uk

 www.imperial.ac.uk/graduate-school

Imperial Mobile app

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

 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

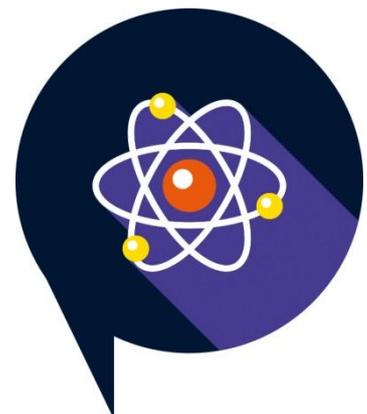
The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event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

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

Imperial Success Guide

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

 www.imperial.ac.uk/students/success-guide/pgr/



Key Dates 2021-22

Term dates

Autumn term:	2 October 2021 - 17 December 2021
Spring term:	8 January 2022 - 25 March 2022
Summer term:	30 April 2022 – 1 July 2022

Closure dates

Christmas/New year:	24 December 2021 - 1 January 2022 (College reopens on 4 January 2022)
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Easter Holiday:	13 April 2022 - 19 April 2022 (College reopens on 20 April 2022)
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Early May Bank Holiday:	2 May 2022
Spring Bank Holiday:	2 June 2022
Platinum Jubilee Bank Holiday	3 June 2022
Summer Bank Holiday:	29 August 2022

Key events

Great Exhibition Road Festival:	TBC
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Location and Facilities

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

 St Mary's
Norfolk Place,
London W2 1PG

Facilities

The School of Public Health's postgraduate office is located at Room 169, Medical Building, St Marys' Campus, W2 1NY. The staff continues to work remotely so the office opening hours are limited and TBC. Please contact the PhD administrator if you need to arrange a visit/meeting.

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 College 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 by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

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

Changes due to Coronavirus (COVID-19)

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

 www.imperial.ac.uk/about/covid-19/students

2. Introduction to the Department

Welcome from Director of Postgraduate Studies



A warm welcome to all students who start their studies in academic year 2021-2022. We are delighted that you have chosen to do your research degree at the Imperial College London's School of Public Health (SPH). A research degree is an important stage of education and will be key to a successful career. The School of Public Health provides an excellent environment where you can successfully complete your research degree and become an outstanding figure in future. It is a pleasure for us to stand next to you throughout this journey. My colleagues and I will do our best so that you will find the school not only educationally exceptional but also personally friendly and accommodating.

During your studies you will be primarily working with your supervisor(s). They are an academic member of one of the departments or units of School of Public Health who will guide you throughout your period of study. Next to your supervisor(s), we are always there to provide further support for you whenever needed. The PhD Administrator is one of the people who could be contacted in the first instance with any queries regarding procedures or matters related to your study. Your Departmental Administrator is also on hand to help resolve any local administrative matters. As the Director of Postgraduate Studies for the School of Public Health, I will also be available to assist with any unresolved issues. You can find the appropriate name and contact details of us at the end of the handbook.

Next to the administrative and supportive system, the School of Public Health is also providing further educational, informative and networking opportunities. As a Research Student, you will attend an online induction session that is designed for new starters. You will also be welcomed by your department(s), research group(s), supervisor(s) and the Graduate School. Throughout the year, you will also have the opportunity to attend departmental seminars, journal clubs, and other scientific & social events offered by the departments, as well as the annual Research Student Symposium. You are encouraged to participate in all these events and become an active member of the School and your department.

Finally, we all know that circumstances caused by COVID-19 have affected education and research all over the world. No one knows what 2021/22 will look like. I expect it to be a year full of uncertainties. However, amid all uncertainties, I want you to be certain of three things. First, your health, safety and well-being are our top priority. Second, we are there to support you to overcome any challenges arising from the current situation. Third, we are committed to implement any necessary changes and adaptations to make sure that you have an excellent environment for research and will be able to complete your research degree with success. I am confident that you will also help us to achieve this with your patience, resilience and strength.

I hope that you will enjoy every moment of your time with us.

Kind regards,

A handwritten signature in black ink that reads "A. Dehghan". The signature is written in a cursive, slightly slanted style.

Abbas Dehghan

Welcome from Postgraduate Senior Tutor



Welcome to the School of Public Health. We hope you will be involved, inspired and intellectually challenged during your studies with us. We also hope you will enjoy your time here at Imperial College and that you will make lifelong friends.

The Postgraduate Research Education Team is available to provide you with support, advice and guidance on making the most of your doctoral studies.

As Senior Tutor in the School of Public Health I offer pastoral support and general academic advice to doctoral and master's students. I can also direct students to appropriate sources of support and expert guidance within Imperial College. This includes a number of specialist services:

- The Graduate School <https://www.imperial.ac.uk/study/pg/graduate-school/>
- Careers Services <http://www.imperial.ac.uk/careers>
- Counselling and Mental Health <http://www.imperial.ac.uk/counselling/>
- Disability Advisory Service <http://www.imperial.ac.uk/disability-advisory-service>
- Imperial College Union (ICU) Advice Centre <https://www.imperialcollegeunion.org/advice>
- The Student Hub <http://www.imperial.ac.uk/student-hub>
- The Buddy Scheme enables 1st year PhD students to receive support and advice from 2nd and 3rd students to help to navigate your way through your programme of study

If you experience some difficulties, whether personal or academic, that could potentially impede your research progress please get in touch as soon as problems arise. You can arrange to have a meeting with me in confidence at any time during your studies. You are very welcome to contact me directly or via Anja Gizdavcic, PhD Student Administrator, in the School Office.

Students who experience enduring health conditions or learning difficulties may not realise they could benefit from various kinds of individually tailored study support now available within the College. If you are curious to know whether you might qualify for support, please contact me in confidence. If you are concerned about disclosing an enduring health condition or disability to the College, I would be happy to discuss this with you in confidence at any time during your doctoral programme.

I look forward to meeting you and I wish you every success with your research studies in the School of Public Health.

Jenny Husbands

Senior Tutor

3. Departmental Procedures

Departmental Induction

The annual School of Public Health Induction will take place at St Mary's campus on Tuesday 5th October 2021.

Professional Skills

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

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

See the Graduate School's website for details:



www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/

English Language Requirement

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

See the Admissions website for details:



www.imperial.ac.uk/study/pg/apply/requirements/english

After fulfilling the English language entry requirement for admission, all doctoral students must also fulfil the Imperial College London Doctoral Academic Communication Requirement (DACR). This is done through taking Doctoral Academic Communication Requirement Assessment 1 (DACR A1). Depending on the result of this initial assessment (DACR A1), students may also need to have a progress check, referred to as Doctoral Academic Communication Requirement Assessment 2 (DACR A2). DACR A2 will form part of the Early Stage Assessment (ESA).

To fulfil this requirement, students must take the first available DACR A1 after registering onto their doctoral programme. This must be within 3 months of the registration date. This is because the aim of the Requirement is to identify as soon as possible those who may need to improve their writing competence, and to ensure they can access support in the first 9 months of their doctoral programme.

For more information, please see the [Centre for Academic English](#) website.

Attendance and Absence

You must inform your Supervisor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days.

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

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

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

Health and Safety Information

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

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

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

 www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

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

 www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental safety contact is:

 Diane Thomason

 St Mary's

 +44 (0)20 7594 3821

 diane.thomason@imperial.ac.uk

The College Safety Department

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

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

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

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

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

 www.imperial.ac.uk/safety

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.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

 www.imperial.ac.uk/occupational-health

4. Doctoral Milestones & Departmental Requirements

Doctoral Milestones and Progress Reports

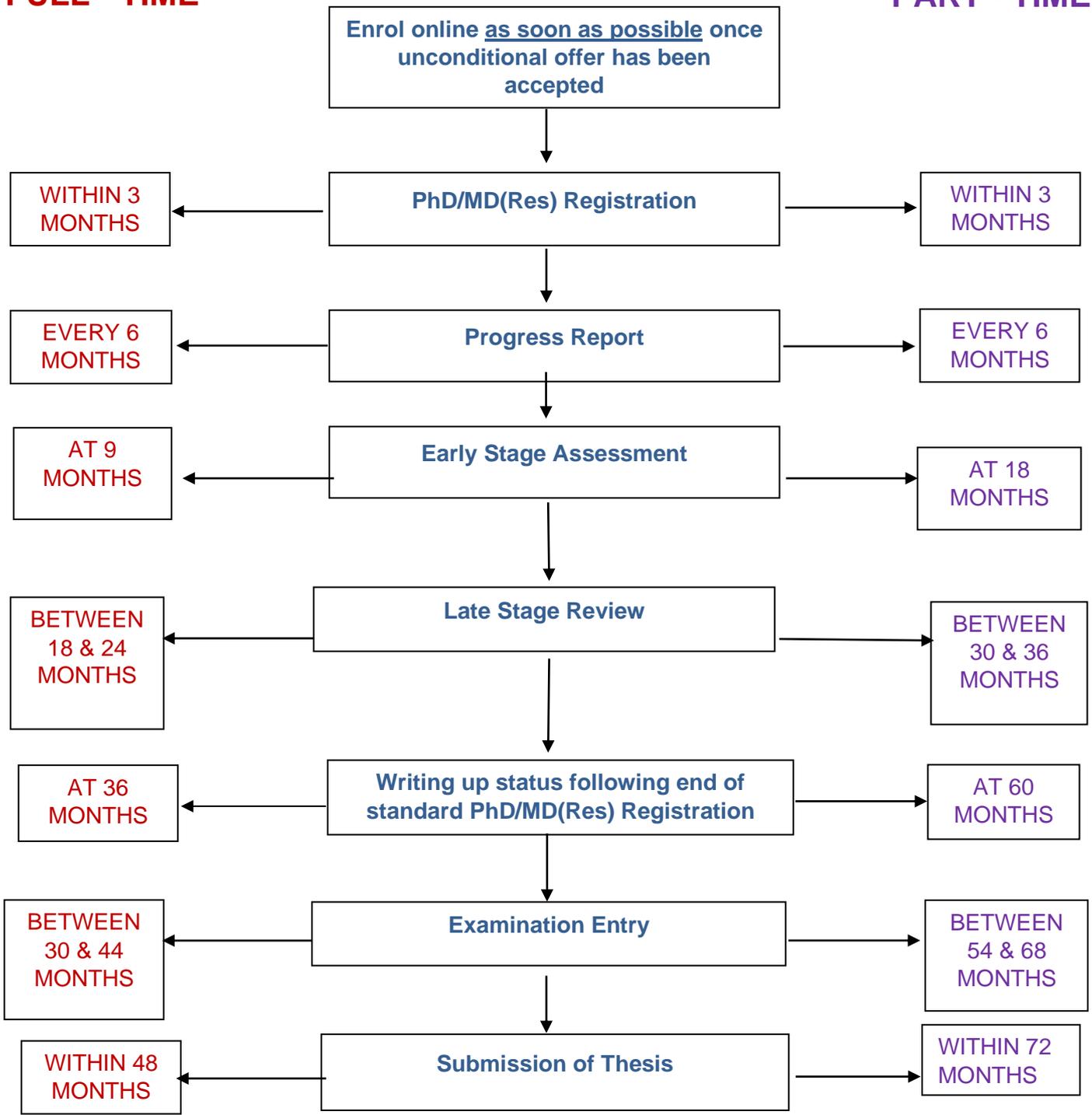
School of Public Health Research Degree Key Points

- Although the Postgraduate Research Education Team are here to support research students it is the responsibility of the student & supervisors to ensure that they complete all the necessary paperwork/milestones in line with the College requirements.
- All forms should be sent to the PhD Administrator Anja Gizdavic (sph-pgradmin@imperial.ac.uk) to be processed.
- Where a form asks for the Head of Department to sign, this actually needs to be signed by the Director of Postgraduate Studies via the PhD Administrator. The Director of Postgraduate Studies is Dr Abbas Dehghan.
- Students must complete the required Graduate School training within the first 9 months and then between 18-24 months, for their registration to proceed.
- Students must enrol online for each academic year by logging into [My Imperial](#) student portal.
- Issues with meeting deadlines should be reported to the PhD Administrator as soon as possible for advice on what is best to do.
- Progress reports will be sent biannually to monitor student's progress and satisfaction.
- Full-time students must be in attendance 35 hours per week as a minimum. Part-time students must be in attendance 40 days per year as a minimum.
- The minimum registration period is 24 months for full-time students and 48 months for part-time students
- The School is split over 3 campuses: St Mary's, Charing Cross and Hammersmith. Students can use facilities at all campuses including South Kensington.
- Students must be enrolled and have logged their bank details on their [My Imperial](#) student portal to be paid their stipend.

Your PhD/MD(Res) Programme Structure at a Glance: Research Degree Milestones

FULL - TIME

PART - TIME



Maximum Registration 48 Months

Viva

Maximum Registration 72 Months

The Research Degree follows a Milestone structure which allows for a student's progression to be closely monitored through the first two years to help ensure that the final thesis is of the highest standard. The School compliments the Milestone system with biannual progress reports.

Please note, **students who do not complete Milestones on time risk being unable to continue with their registration.** Supervisors should contact the PhD Administrator if they believe a Milestone deadline will be missed. Should a Milestone be missed without prior notice, supervisors will need to provide a written explanation to the Director of Postgraduate Studies confirming the reasons for the missed deadline, in addition to outlining why the student should be allowed to continue their studies.

PhD/MD(Res) Registration

The first milestone confirms a student's registration within the School. The research proposal will be reviewed by 2 independent experts in the relevant field of research and their feedback will assist in confirming whether the project, and proposed methods are viable for a PhD/MD(Res). This is an excellent opportunity for the student to receive feedback on their work at an early point, however it is expected that the proposal will develop and change over the course of the degree.

This milestone **must** be completed within 3 months of the student's enrolment date.

Within the first 3 months of enrolment:

Students are required to:

- Draw up a Research Proposal
- Complete a Training Plan
- Prepare an up-to-date copy of their CV
- Complete Section A of the registration paperwork
- Complete Assessors contact details form
- Email all documents listed above to the PhD Administrator

Supervisors are required to:

- Identify 2 independent assessors (1 internal to the department & 1 external to the department)
- Assist with the completion of the student's research proposal
- Review and agree the student's training plan
- Review and sign Section A of the registration paperwork

The Research Proposal should normally total four sides of A4 in length (single spaced) and should follow the outline of a grant application. The proposal should demonstrate a sound understanding of the research to be undertaken.

The assessors are **not required** to meet with the student for the completion of this milestone; they will assess the written work only.

The assessors should have academic appointments. In selecting assessors to nominate, supervisors may wish to consider the balance of expertise in substantive and methodological issues which they could bring to their assessment of the research proposal. Care should be taken with regard to engaging the services of external contacts to act in the capacity of assessors at the Registration Stage, Early Stage Assessment or Late Stage Review as they **will normally not be allowed to examine for the final thesis.**

Assessors should limit their involvement with the PhD to ensure they remain independent.

Within 1 month following the submission of documents:

The PhD Administrator will:

- Formally invite the appointed assessors to act in this capacity
- Send the assessors the student's work and request Section C of the registration paperwork is completed & returned within 2 weeks
- Complete Section B of the registration paperwork and pass on the entire form & student's work to the Director of Postgraduate Studies to review
- Update Student Records with confirmation of the outcome of the Milestone
- Pass on confirmation of the Milestone outcome & any feedback to the student and supervisor

Please note, should the assessors' feedback contain concerns about the proposal, supervisors, facilities etc. the Director of Postgraduate Studies will make the necessary recommendations to resolve the issues. This could involve asking for the proposal to be revised, asking for further clarification, rejecting the application and/or any other appropriate action.

Early Stage Assessment

The Early Stage Assessment (ESA) must take place by 9 months (full-time students) or 18 months (part-time students) after the initial date of enrolment. It consists of a written report and a 30-minute oral viva with the appointed assessors.

The purpose of the ESA is to confirm that the student has an understanding of their field of research and the direction of their project, and that they have the potential to pursue research. Data presented at this stage may be minimal but should be indicative of the student's ability to perform. The assessment must also consider whether the student needs additional English language support.

Students are Required to:

- Draw up the written report
- Prepare an up-to-date CV

Supervisors are Required to:

- Confirm the assessors are still happy to act in this capacity

- Complete Part A of the ESA assessment form
- Complete the ESA time & Venue details form
- Update their training plan
- Have completed the required number of Professional Skills Courses
- Have completed the online plagiarism course
- Email all documents listed above to the PhD Administrator 3 weeks prior to the assessment date
- Submit their report to the ESA Turnitin Submission Centre on Blackboard

- Arrange a suitable time/date/venue for the ESA assessment to take place
- Ask the internal assessor to act as the chair for the oral examination
- Review and sign the training plan
- Assist the student as necessary with the writing of the report
- Ensure the student has completed the required Graduate School Training, including the online plagiarism course

The written report should be no more than 10,000 words in total, excluding references, figures & tables. It should contain an extended literature review in addition to an overview of progress to date and an overall research plan. The report should follow the [final thesis guidelines](#).

Students will be expected to run their early stage assessment report through the Turnitin software.

[Guidance for submitting ESA assignment to Turnitin](#)

The oral examination should be conducted by both assessors. If it is not possible for 1 of the assessors to attend, the Supervisor should contact the PhD Administrator for advice on how to proceed. The assessors can request a 3rd party be present at the oral examination if they identify issues from the written report that will need to be addressed during the assessment.

The PhD Administrator will:

- Contact the assessors at least 3 weeks prior to the ESA assessment day and provide them with copies of the students written report & other documentation
- Liaise with the supervisors following the assessment to ensure the required paperwork is signed by all necessary parties.
- Pass on the student's work and assessors' comments to the Director of Postgraduate Studies to review
- Update Students Records with the outcome of the ESA Assessment
- Contact the student & supervisor to confirm the outcome of the ESA assessment and pass on the assessors' feedback

The student should be informed following the oral examination of the outcome of the assessment. Please note, there are 4 possible outcomes for the ESA:

- **Pass**
- **Re-assessment within 8 weeks**
- **Transfer to MPhil**
- **Withdrawal**

The Director of Postgraduate Studies will review each case independently prior to making a decision on a student's progression.

Late Stage Review

The Late Stage Review (LSR) must take place between 18 & 24 months (full-time students) or 30 & 36 months (part-time students) after the date of initial enrolment. It consists of a written report, oral presentation and Q&A with the appointed assessors.

The purpose of the LSR is to confirm that the student (a) has an adequate understanding of the research problem, (b) has a critical awareness of the relevant literature on the subject, (c) has a realistic research plan & schedule and (d) has the capacity to pursue research. The assessment must also consider whether the student needs additional English language support.

Students undertaking the MD(Res) do not need to complete the LSR Milestone if they have submitted their thesis by 24 months.

Students are Required to:

- Draw up the written report including a plan of future work
- Prepare an up-to-date CV
- Update their training plan
- Have completed the required number of Professional Skills Courses
- Prepare a 10-minute presentation
- Complete Part A of the LSR assessment form
- Complete the LSR time & venue details form
- Email all documents listed above to the PhD Administrator 3 weeks prior to the assessment date

Supervisors are Required to:

- Confirm the assessors are still happy to act in this capacity
- Arrange a suitable time/date/venue for the LSR assessment to take place
- Ask the internal assessor to act as the chair for the assessment
- Review and sign the training plan
- Assist the student as necessary with the writing of the report & preparing the presentation
- Ensure the student has completed the required Graduate School Training

The written report should be no more than 3,000 words excluding references, tables and figures and should give a critical overview of the research to date. The plan of future work

should be no more than 2,000 words and can be merged into the written report or a separate document as appropriate. The report should follow the [final thesis guidelines](#).

The presentation should last no more than 10 minutes and will be followed by a 10-minute question and answer session with the assessors. The assessors will be aiming to establish if the student understands the research problem and relevant literature in addition to confirming that the student is making adequate progress and has a reasonable plan for the remainder of the degree.

Supervisors can attend the LSR assessment if the student wishes and participate in the Q&A session.

The PhD Administrator will:

- Contact the assessors at least 3 weeks prior to the LSR assessment day and provide them with copies of the student's written report & other documentation
- Liaise with the supervisors following the assessment to ensure the required paperwork is signed by all necessary parties.
- Pass on the student's work and assessors' comments to the Director of Postgraduate Studies to review
- Update Students Records with the outcome of the LSR Assessment
- Contact the student & supervisor to confirm the outcome of the LSR assessment and pass on the assessor's feedback

Following the presentation and Q&A session the assessors should provide feedback to the student on the written report and the oral presentation. This should identify areas for improvement and provide guidance on strengths. The student should also be informed of the outcome of the assessment at this time. Please note, there are 4 possible outcomes for the LSR:

- **Pass**
- **Re-assessment within 3 months**
- **Transfer to MPhil**
- **Withdrawal**

The Director of Postgraduate Studies will review each case independently prior to making a decision on a student's progression.

Examination Entry

The Examination Entry form must be submitted at least 4 months prior to the student's thesis submission date. The form confirms the nominated examiners for the thesis. To enter for examination, students should refer to the Examination Entry milestone visible in the *Research Degree Milestones* tile in [My Imperial](#).

Students are Required to:

- Complete their section of the Exam Entry form via *Research Degree Milestones* tile in My Imperial
- Provide details relating to their research topic, thesis title and expected date of submission

Supervisors are Required to:

- Identify suitable examiners; 1 internal to Imperial College and 1 external to Imperial College
- Complete the Exam Entry form via *Research Degree Milestones* tile with the nominated examiners details

The details input onto the Exam Entry form are used to determine whether the examiners are suitable. It is therefore necessary to declare any known associations' i.e. joint publications, involvement with the earlier Milestone assessments etc. The contact details will also be used to email the thesis to the examiners so **please make sure the examiners email addresses are correct.**

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 students will receive written notification via email once their entry to examination is confirmed.

Students must submit their thesis by the given submission deadline displayed in My Imperial, regardless of the status of their examination entry paperwork.

Students who anticipate submitting their thesis early should submit their Exam Entry form as soon as is practical.

Thesis Submission

The maximum thesis submission date is 48 months (full-time students) or 72 months (part-time students) after the initial date of enrolment.

The word limit for the thesis is 100,000 words. Guidance on the layout, presentation etc. can be found on Research Degrees webpages [here](#).

Students are Required to:

- Submit their thesis electronically via the Research Degree Milestones tile in [My Imperial](#)
- Agree the final version of the thesis with their supervisor prior to submitting

Supervisors are Required to:

- Ensure the student submits within the required time frame
- Agree the final version of the thesis prior to the student submitting it
- Arrange the time and date for the viva

Thesis should be submitted electronically via the **Research Degree Milestones** tile in [My Imperial](#).

No hard copies of the thesis need to be submitted.

[Further details can be found here.](#)

Please note, late submission has a negative impact on the College's statistics rating. Students who miss their submission deadline also risk their thesis not being accepted. Please discuss with the PhD Administrator if there are any concerns about meeting the deadline.

Viva

Soft copies (PDF) of the submitted thesis will automatically be posted to the agreed examiners following submission.

Assessment Records recommend that the viva takes place within 3 months of submission. The Supervisor should liaise with the examiners to arrange a suitable time & date for the viva to take place.

The students should be informed of the outcome of the viva following the examination. The examiners may recommend that some corrections are made prior to the final degree being awarded. Please **do not** submit the final version of the thesis until the examiners and/or Assessment Records have confirmed that it is okay to do so.

A series of videos on passing your viva are available from the Graduate School, to request access please email: graduate.school@imperial.ac.uk

Final Submission

The final thesis must be submitted online by uploading to Spiral (the College's digital repository). Please note that the submission will be checked by Assessment Records before being released to the Spiral team in the library, and the thesis will only be made available publicly on expiry of any agreed embargo. [Information on how to prepare the thesis for electronic publication on Spiral, can be found here.](#)

The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release. This is referred to as an embargo. An embargoed thesis will not be available to read, on Spiral or in print, until an agreed date. **Students should discuss with their supervisor whether their thesis should be embargoed.**

For information on open access to research degree theses, and on how to apply for an embargo [please see the library's webpage.](#)

Please contact the [Assessment Records team](#) if you have any queries regarding the e-theses policy or an embargo.

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

5. Academic Support

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) Jenny Husbands (j.husbands@imperial.ac.uk) can offer pastoral support and advice. You can arrange to have a meeting with her at any time – what you discuss will be completely confidential.

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

Director of Postgraduate Studies: Dr Abbas Dehghan - a.dehghan@imperial.ac.uk

PhD Administrator: Anja Gizdavcic – sph-pgradmin@imperial.ac.uk

School of Public Health Office

School of Public Health Manager: Matthias Heger m.heger@imperial.ac.uk

Finance Officer: Obi Umenyiora o.umenyiora@imperial.ac.uk

Education Manager: Matt Smoker Mulhern m.smoker-mulhern@imperial.ac.uk

Departments

Department of Epidemiology and Biostatistics (EBS)

Headed by Professor Dr Paul Elliott – PA Jennifer Wells – Jennifer.wells@imperial.ac.uk

Departmental Manager: Dr Elizabeth Hayes - e.hayes@imperial.ac.uk

Department of Infectious Disease Epidemiology (IDE)

Headed by Professor Neil Ferguson - PA Francesca Tracey

Francesca.tracey@imperial.ac.uk

Departmental Manager: Dr Renata Samulnik r.samulnik@imperial.ac.uk

Department of Primary Care and Public Health (PCPH)

Headed by Professor Azeem Majid – PA Pirkko Carmack – p.carmack@imperial.ac.uk

Departmental Manager: Barbara Cerutti b.cerutti@imperial.ac.uk

Imperial Clinical Trials Unit (ICTU)

Headed by Professor Neil Poulter – PA – Ranjit Rayat – r.rayat@imperial.ac.uk

Departmental Manager: Lauren Noto – l.noto@imperial.ac.uk

Ageing Epidemiology Research Unit (AGE)

Headed by Professor Lefkos Middleton – PA Naia Headland-Vanni n.headland-vanni@imperial.ac.uk

Departmental Manager: Dinithi Perera d.perera@imperial.ac.uk

Environmental Research Group (ERG)

Headed by Professor Frank Kelly f.kelly@imperial.ac.uk

Departmental Operations Officer: Valentina Lotti v.lotti@imperial.ac.uk

6. Examination Procedures

My Imperial - Postgraduate Research Milestones

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

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

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

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/student-systems/student-records/student-journey/PGR-Manual---Students.pdf

Vivas

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

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

When your viva has taken place, you may be informed of the outcome by the examiners. You may be asked to make some minor corrections to your thesis before submitting the final copies and being awarded your degree.

Please read the Success Guide for postgraduate research students for more advice on preparing for your viva:

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

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

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

E-theses: Requesting an Embargo

In some cases, it may be necessary to delay the release of a thesis to the public by applying for an embargo.

If you decide that your thesis should have an embargo, discuss this with your supervisor and tick the appropriate box on the [Thesis declaration form](#).

Reasons for requesting an embargo include:

- You plan to publish your thesis
- To avoid invalidating a potential patent application, see [Intellectual Property](#)
- It contains commercially sensitive research or research with confidentiality obligations
- It contains information collected under the promise of confidentiality and anonymity e.g. patient information

- It shows evidence of animal experimentation and release to the public would pose a significant risk to the researchers involved or to Imperial staff and students
- It contains information of significance for national security

For further information please contact the Assessment Records team



www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/requesting-an-embargo/

Plagiarism

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

Plagiarism is considered academic misconduct and must be avoided, with particular care on coursework, essays, reports and projects written in your own time but also in open and closed book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

For further information, please see:



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

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. You will be expected to run your early stage assessment through the Turnitin software – your department will be able to give you further information about this process.



www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

The Graduate School, in conjunction with the Library, has developed a mandatory online plagiarism awareness course which needs to be completed before your Early Stage Assessment. It aims to equip Imperial PhD students with a working knowledge of the concept of plagiarism and how to avoid it. This enables students to use and share information ethically, with academic integrity and in accordance with Imperial College's [Examination & Assessment: Academic Integrity Policy](#).



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

Collusion:

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

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

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment.

7. College Policies and Procedures

Regulations for Students

All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

 www.imperial.ac.uk/about/governance/academic-governance/regulations

 www.imperial.ac.uk/students/terms-and-conditions

Unsatisfactory Progress

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Academic Integrity

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College's approach to plagiarism is available on the College website:

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

Academic Misconduct Policy and Procedures

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Appeal Procedures

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Student Complaints

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

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

 student.complaints@imperial.ac.uk

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

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 Graduate School provides training on Copyright:](#)

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

Intellectual Property Rights Policy

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

 www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/

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

 www.imperial.ac.uk/students/enterprising-students

 www.imperialenterpriselab.com/support/experts-in-residence

The Graduate School provides training on Intellectual Property:

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

Use of IT Facilities

View the Conditions of Use of IT Facilities:

 <http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/>

Employment During Studies

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

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

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

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

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

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

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

Study Leave

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



www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

Ethics

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



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

Good Research Conduct

Imperial College London is committed to undertaking research of the highest international quality within an intellectually challenging and inspiring environment, to extending the frontiers of research within and beyond existing research disciplines, and to bringing together research expertise within and beyond the College to address the science challenges of today and the future. The College's achievements in research are underpinned by the quality and expertise of the individuals within it, and the pages in the link below define the standards of research governance and integrity essential to the College's reputation and success.



www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/

Leave

Students are allowed 8 weeks annual leave per year. This is inclusive of the College closure days and students should therefore estimate that they can have 6 weeks plus the closure days off each year. Holidays, sickness, appointments etc should be communicated to supervisors. If the period of leave exceeds 2 weeks, please inform the PhD Administrator and, for medical absences provide notes from the Doctor as appropriate.



www.imperial.ac.uk/human-resources/leave/

General Data Protection Regulation (GDPR)

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

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



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

8. Animal Research

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

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

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

For more information please see:

 www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research

9. Wellbeing and Support

Student Support Zone

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

 www.imperial.ac.uk/student-support-zone

Postgraduate Coaching and Research Degree Mediation

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

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

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

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

Advice Services

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

Careers Service

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally at the South Kensington Campus on Level 5, Sherfield Building where the Careers Service is based.

Visit the Career Service's website to:

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

 www.imperial.ac.uk/careers

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 Centre

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

 www.imperialcollegeunion.org/advice

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 9444

 student.hub@imperial.ac.uk

 www.imperial.ac.uk/student-hub

Accommodation

Imperial offers a wide range of accommodation to suit a range of budgets and in a variety of locations.

The Student Hub team can help you find the right place to live, whether it's the College accommodation or private accommodation.

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 9444

 student.hub@imperial.ac.uk

 www.imperial.ac.uk/study/campus-life/accommodation/

Health Services

NHS Health Centre and finding a doctor

Even if you're fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

 www.imperial.ac.uk/student-support-zone/your-health/doctor-and-dentist/

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 College Health Centre)

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

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

 020 7594 9755

 disabilities@imperial.ac.uk

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

Departmental Disability Officers

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

The School of Public Health Disability Officer is Jenny Husbands.

More information on Departmental Disability Officers is available at:

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

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

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

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 Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

 www.imperial.ac.uk/library

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

English language support

The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

 www.imperial.ac.uk/academic-english

International Student Support team

Students from outside the UK make up around half of our student population, so our International Student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

 www.imperial.ac.uk/study/international-students

10. Student Administration

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

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

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

Student Records

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

11. Work-life Balance

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

Imperial College Union

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

 www.imperialcollegeunion.org/about-us

Graduate Students' Union

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

Move Imperial

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

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

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

 www.imperial.ac.uk/ethos/memberships/students

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

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/movefromhome/

12. Student feedback and representation

Feedback from Students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

Student Representation

Student Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union website.

 www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

Department of Infectious Disease Epidemiology (IDE)

Victoria Cox v.cox@imperial.ac.uk / Iwona Hawryluk i.hawryluk19@imperial.ac.uk

Ageing Epidemiology Research Unit (AGE)

Jamie Ford j.ford@imperial.ac.uk

Environmental Research Group (ERG)

Melanie Egli m.egli@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. College good practice guidelines for staff-student committees are available here:

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

School of Public Health **Postgraduate Research Committee** takes place once per term.

Chair: Dr Abbas Dehghan

Secretariat: Anja Gizdavcic

- Dr Marie Claude Boily (IDE)
- Dr Alex Bottle (PCPH)
- Dr Fred Piel (EBS)
- Dr Leon Barron (ERG)
- Dr Sara Ahmadi-Abhari (AGE)

[Postgraduate Studies Committee Terms of Reference \(PDF\)](#)

13. Student Surveys

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

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

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

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

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

 www.imperialcollegeunion.org/you-said-we-did

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

 www.imperialcollegeunion.org/your-union/your-representatives/responses

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

 www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

For further information on surveys, please contact the Registry's Surveys Team at:

 surveys.registrysupport@imperial.ac.uk

14. Personal Development Opportunities for Research Degree Students

Graduate Teaching Assistants (GTA)

Many research students across the College are involved with teaching, supervision and assessment (in the form of marking) of both undergraduate and Master's level students. Working as a GTA provides research students with an opportunity to broaden their experience at Imperial College, and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. Furthermore, research students may find that acting as a GTA helps improve their own technical abilities (both theoretical and practical), enables them to broaden their knowledge base, and gain communication and task management experience. When considering a career in academia, teaching experience is important and GTA work allows building up a teaching portfolio and even becoming aware of one's own teaching style.

 www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/

 www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/framework-/

 www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/teaching-opportunities/

Imperial Outreach

The Outreach team at Imperial has been established for over a decade. It is responsible for delivering a wide range of exciting and inspiring activities for students from disadvantaged backgrounds.

The team's focus is on science, technology, engineering and mathematics (STEM) learning and progression to higher education including access to medicine and support for post-16 student choices.

The team work with schools, colleges and community organisations across the Greater London area to raise aspirations, change perceptions, support teaching staff and stimulate interest in STEM subjects from primary through to A-Level education, as part of Imperial's widening participation and outreach agenda.

As part of the team's commitment to the Office For Fair Access (OFFA), they have a specially targeted portfolio of activities that form part of the College's Access Agreement to ensure that every academically talented pupil has the opportunity for support, regardless of their background or situation.

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

Outreach Postgraduate Ambassador (OPA)

The Outreach Postgraduate Ambassador (OPA) scheme provides an opportunity for you to work with local schools to inspire a young audience to consider studying science, technology, engineering, mathematics and business subjects.

Some activities will draw on your subject expertise, giving you the chance to communicate your research in a way that is suitable for a school age audience. Other opportunities may be more generally focused on your experience of higher education through talks about student life for sixth form students or mock interview sessions for potential applicants.

 www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opa/

Professional Skills Development Programme

The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional development is an important part of your postgraduate training.

Our Professional Development Programme offers you support in your study and research, as well as the opportunity to develop knowledge, attributes, and skills relevant to your Master's or Doctorate and your future career whether inside or outside academia. These development opportunities can improve your ability to undertake focused and successful research, present your work to a variety of audiences, and enhance your overall experience at College. Postgraduate alumni, academics and employers have noted the value of the programme.

We work across College with academic and support departments, alumni, students and externals to enable and enhance joined up opportunities. This has a social benefit, fostering networking and collaboration, as our courses, events and activities provide fora for students to interact with others from different departments and divisions.

The Postgraduate Development Unit (PDU) ensures that the Programme is educationally relevant, developing new initiatives and safeguarding quality and relevance. Our Programme is underpinned by educational research focused on the postgraduate student experience.

 www.imperial.ac.uk/study/pg/graduate-school/professional-skills/

15. And finally

Alumni Services

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

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free W-iFi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

 www.imperial.ac.uk/alumni