1. College Introduction .................................................................................................... 4
   Welcome to the College ............................................................................................. 4
   Our Principles ........................................................................................................... 5

Mutual Expectations for the Research Degree Student Supervisor Partnership .... 6

Cornerstone .................................................................................................................. 6
   The Graduate School ................................................................................................. 9
   Imperial Mobile app .................................................................................................. 10
   Welcome to Imperial app ......................................................................................... 10
   Key Dates 2022-2023 .............................................................................................. 11
   Location and Facilities .............................................................................................. 11

2. Introduction to the Department ............................................................................. 14
   Head of Department .................................................................................................. 14
   Director of Postgraduate Studies ............................................................................. 14
   Education Manger ..................................................................................................... 14
   Senior Postgraduate Education Administrator ........................................................ 14

3. Departmental Procedures ..................................................................................... 16
   Departmental Induction ............................................................................................ 16
   Professional Skills ..................................................................................................... 16
   English Language Requirement ................................................................................. 16
   Attendance and Absence ........................................................................................... 17
   Health and Safety Information ................................................................................... 17

4. Doctoral Milestones & Departmental Requirements ........................................... 20
   Early Stage Assessment (ESA) .................................................................................. 20
   Late Stage Review (LSR) ........................................................................................... 22
   Writing up Status ....................................................................................................... 24

4. Academic Support .................................................................................................. 25
   Departmental Support and Faculty Senior Tutors ....................................................... 25
   Departmental Senior Tutor ....................................................................................... 25
   Senior Tutor ................................................................................................................ 25

5. Examination Procedures ....................................................................................... 26
   My Imperial - Postgraduate Research Milestones .................................................... 26
   Vivas ......................................................................................................................... 27
   E-theses: Requesting an Embargo ............................................................................. 27
   Plagiarism ................................................................................................................ 28
   Collusion .................................................................................................................. 29
6. College Policies and Procedures ................................................................. 30
   Regulations for Students ................................................................. 30
   Unsatisfactory Engagement ......................................................... 30
   Academic and Research Integrity .................................................. 30
   Research Misconduct ................................................................... 30
   Academic Appeals Procedures ....................................................... 31
   Student Complaints ...................................................................... 31
   Student Disciplinary Procedure ..................................................... 31
   Copyright ......................................................................................... 31
   Intellectual Property Rights Policy ............................................... 32
   Use of IT Facilities .......................................................................... 32
   Employment During Studies ......................................................... 32
   Study Leave .................................................................................. 33
   Ethics .............................................................................................. 33
   Good Research Conduct ............................................................... 33
   Leave .............................................................................................. 33
   General Data Protection Regulation (GDPR) .................................. 34
7. Animal Research .................................................................................. 35
8. Wellbeing and Support ....................................................................... 36
   Student Support Zone ..................................................................... 36
   Departmental Support and Faculty Senior Tutors ......................... 36
   Postgraduate Coaching and Research Degree Mediation ............... 36
   Advice Services ............................................................................... 36
   Health Services ............................................................................... 38
   Disability Support .......................................................................... 39
   Library and IT .................................................................................. 39
   Religious Support ........................................................................... 40
   Support for International Students ............................................... 40
9. Student Administration ......................................................................... 42
10. Work-life Balance ............................................................................. 43
    Imperial College Union .................................................................. 43
    Move Imperial ............................................................................... 43
11. Student feedback and representation ............................................. 44
    Feedback from Students ................................................................ 44
    Student Representation .................................................................. 44
    Staff-Student Committee ............................................................. 44
12. Student Surveys ............................................................................... 45
13. Personal Development Opportunities for Research Degree Students ........ 46
   Graduate Teaching Assistants (GTA) ............................................................. 46
   Imperial Outreach ............................................................................................ 46
   Professional Skills Development Programme .................................................... 47

14. And finally ........................................................................................................ 48
   Alumni Services .................................................................................................. 48
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 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.

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.

www.bb.imperial.ac.uk/bbcswbday/xid-11805859_1

Cornerstone
In April 2022 the Cornerstone Programme was launched. 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 College in partnership with doctoral students. The programme includes a new online self-paced course for supervisors and a website hub where all information and resources to support doctoral supervision at Imperial are available. The new online course is mandatory for all new supervisors and is available for all supervisors to access at any time to keep up to date with College supervisory processes and to enhance their supervisory practice. In
addition, every six years, all supervisors are required to attend a Focus on Best Practice in Supervision CPD workshop tailored to their Department. Cornerstone is a continually evolving provision and welcomes feedback from supervisors and students – please contact Dr Victoria Crossley, the Cornerstone Programme Lead.

✉️ v.crossley@imperial.ac.uk

📖 www.imperial.ac.uk/study/pg/graduate-school/staff/cornerstone/
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 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. Our programme is offered to you through multi-mode delivery so that you can access it 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 set up 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/](http://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](http://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](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/](www.imperial.ac.uk/students/success-guide/pgr/)
Key Dates 2022-2023

Term dates
Autumn term: 1 October 2022 - 16 December 2022
Spring term: 7 January 2023- 24 March 2023
Summer term: 29 April 2023 - 30 June 2023

Closure dates
Christmas/New year: 24 December 2022 - 2 January 2023
(College reopens on 3 January 2023)

Easter Holiday: 6 April 2023 – 12 April 2023
(College reopens on 13 April 2023)

Early May Bank Holiday: 1 May 2023
Spring Bank Holiday: 29 May 2023
Summer Bank Holiday: 28 August 2023

Key events
Great Exhibition Road Festival: 17 June 2023 – 18 June 2023

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 either one of the following campuses:

📍 South Kensington
Imperial College London, Exhibition Road, London SW7 2AZ

📍 St Mary’s
St Mary’s Hospital, Praed Street, London W2 1NY

📍 Chelsea and Wesminster
369 Fulham Road, London SW10 9NH

📍 Hammersmith
The Hammersmith Hospital, Du Cane Road, London W12 0NN

📍 Charing Cross
Reynolds Building, St Dunstan’s Road, London W6 8RP
Facilities

Computer access and printing is available at your workstation within your division. The Department’s postgraduate office is located at the following address:
Imperial College London
Roderic Hill Building
5th Floor, Room 513G
South Kensington Campus
London, SW7 2AZ

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 and students 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/estates-facilities/security/safezone/ 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.
2. Introduction to the Department

Head of Department
The Department of Surgery and Cancer is a multi-disciplinary department led by Professor George Hanna and is located across multiple campuses. It is one of the 8 Departments that make up the Faculty of Medicine at Imperial College London.

The department aims to innovate, develop and apply new translational technologies, partnerships and approaches to enhance medical and surgical diagnostics/prognostics, clinical decision-making and improve patient safety. It also aims to understand and model gene-environment-diet interactions in relation to personalised healthcare problems, patient stratification and general population disease risks.

The Department has three Divisions:
Division of Cancer led by Professor Iain McNeish
Division of Surgery led by Professor George Hanna
Division of Anaesthetics, Pain Medicine and Intensive Care led by Professor Masao Takata

The Department is also closely interlinked with the Institute of Global Health Innovation led by Professor the Lord Ara Darzi. Research students based in the Institute are usually registered with the Department of Surgery and Cancer and hosted in one of our Divisions.

For further details of all the research carried out in the Department, please see our Research webpages.

Director of Postgraduate Studies
The Director of Postgraduate Studies (DPS) is Professor Charlotte Bevan. She has overall responsibility for postgraduate matters within the Department. She chairs the Postgraduate Education Committee and represents the Department on a number of College committees. She also approves all the registrations, student milestones and examination entries on behalf of the Department.

Education Manager
Alison Cambrey is the Education Manager for the Department. She oversees the delivery of UG, PGT, and PGR education.

Senior Postgraduate Education Administrator
Jennifer Simeon is the Senior Postgraduate Education Administrator for the Department. She manages the approval process for all students in the Department. All forms should be submitted to her, and any changes should be requested from Registry via Jennifer. She ensures that all forms are completed before organising approval from Professor Bevan.
Postgraduate Education Committee (PGEC)
The Postgraduate Education Committee (PGEC), chaired by the DPS, is constituted to support all of Surgery and Cancer's postgraduate activities. The Committee monitors postgraduate study on behalf of the College and the Graduate School and helps to ensure that students and supervisors comply with the necessary procedures and regulations. The PGEC is comprised of the PG Education Team, the PGEC Representatives, and the Department’s Student Representatives.

To cover the wide range of research activities across various campuses within Surgery and Cancer, the PGEC has academic members from each section, called 'PGEC Representatives'.

The PGEC reps act as the first point of contact between students/supervisors and the Department, so you will come into contact with them at various points throughout your degree. They have extensive knowledge and experience of postgraduate issues and will be happy to advise you in any aspect of your higher degree studies.

Each student is randomly allocated a PGEC rep at the start of their degree. Your rep must be included in all of your milestone assessments (ESA/LSR) to ensure the College’s examination procedures are upheld during the process. Your PGEC rep should not act as an additional supervisor, although they may offer your feedback following your milestone assessments. You have the option of switching PGEC reps should you wish to do so, so long as they are outside of your section. If you wish to switch your PGEC rep, please ensure to inform Raleigh. A list of PGEC reps can be found [here](#).
**Departmental Induction**
The Department organises an induction session once a year for all new research students in the Department. The Departmental Induction provides a general overview of your research degree, covering topics such as course structure, expectations, support resources, etc.

As we have students starting throughout the year, it may be some weeks/months before you actually have an introduction to the course and the Department. Therefore, you are strongly encouraged to organise a meeting with Jennifer Simeon as soon as you start your research degree, so that you can discuss the structure and expectations of the course to ensure you are successful throughout your study period.

**Divisional Induction**
At the start of your research degree, you should go through a formal induction with your supervisor and/or someone from your research group. This should cover things like a lab induction, health and safety induction, and other logistics (like building access, catering facilities, etc.). Please liaise with your supervisor before you start to request an induction meeting for your research degree. It is strongly recommended that you do not start your research degree until you have completed a formal induction.

Staff-students are reminded that, although an induction may have been conducted at the time of employment, it is also strongly encouraged to have an induction specific to your research degree as there are additional expectations.

More detailed information on induction can be found [here](#).

**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 Early Stage 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/](http://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](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

For information on English language support available while you’re here, please refer to this link.
Attendance and Absence
You must inform your Supervisor if you are absent from College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven 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 College’s Mitigating Circumstances Policy and Procedure:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

The Registry team 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. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College still encourages students to wear face coverings in crowded areas, to stay at home if you have symptoms of respiratory disease, to get fully vaccinated, to cover your coughs and sneezes, and to respect others’ personal space.

The latest Imperial College guidance to students can be seen at:

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

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


Your Divisional safety contacts are:

Cancer
Yoyo Dixon
Hammersmith campus
yoyo.dixon@imperial.ac.uk

Surgery
Steffi Klier
St Mary’s and Chelsea and Westminster campus
s.klier@imperial.ac.uk
You will be required to complete training sessions, these include:

- MOST (Month One Safety Training)
- Data Protection
- Equality, diversity, and inclusion
- Fire safety and awareness
- Information Security Awareness
- Safeguarding at Imperial College London

**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:

https://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](http://www.imperial.ac.uk/occupational-health)
Early Stage Assessment (ESA)

The early stage assessment is to determine your ability to perform research and whether registration for the PhD or MD(Res) degree should continue. The assessment of performance is completed by 9 months (MD(Res)) and 12 months (PhD) after initial registration.

The College requires the use of Turnitin to check for potential plagiarism so students are also required to upload their Early Stage Assessment report to Turnitin, via Blackboard. For more information please see this [link](#).

Selecting your examiners

You will need to determine your examiners at least 6-8 weeks’ prior to your assessment date. Your internal examiner should be someone from your section. Your external examiner can be anyone outside of your section (but can still be within Imperial). Please note that the college do not reimburse travel costs for external examiners for milestone assessments (only for your final viva). Therefore, please bear this in mind when selecting your external examiner. Your supervisor can help you to identify the examiners, however you will need to organise the ESA date yourself.

Organising the ESA Viva

It is imperative for the following attendees to be present at your viva:

- One internal examiner
- One external examiner
- Your PGEC Rep
- At least one of your supervisors

You are required to contact your ESA attendees at least 6 weeks prior to your ESA deadline in order to set a date. We recommend to use something like [Doodle Poll](#) to help with this task. If one of your examiners is a member of the PGEC then an additional representative is not required. If any of these 4 attendees are not present, you will be requested to re-sit your ESA Viva.

Format of the Report

- You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
- Your report should be 20-30 pages in length (please note the examiners will not read anything beyond this page limit so please ensure you adhere to it).
- Please include a literature review, results to date and a plan for future work.

Oral Presentation

- The presentation of your work should last 10-15 minutes in length (roughly 15 slides).
- Followed by roughly 20 minutes of questions by the examiner.
- Followed by 20 minutes of discussion amongst the examiners and feedback to the students.

One your viva is completed, ensure to get the ESA form signed off by the 4 attendees and return it to [Jennifer Simeon](#) as a single word or pdf document.
Possible outcomes:

- Pass and progress with Doctoral Degree Registration
- If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the ESA paperwork.
- Re-Submit – if you have not demonstrated sufficient progress, you will be given specific targets by your assessors which must be met within the next 3 months. A resubmitted report and examination (if required) must be completed.
- Transfer to MPhil registration (not applicable to MD(Res) – it may be decided at this point it would be more suitable for you to study for an MPhil award.
- Fail/Withdraw – It may be decided at this time that the best option would be to withdraw from the course.

Forms required: Early Stage Assessment form
Timing: Viva completed by end of 9 months (MD(res) and 12 months (PhD), the form must be returned to Jennifer Simeon
Late Stage Review (LSR)
The Late Stage Review (LSR) is a second review of your progress during your research programme. The purpose of this review is to ensure that you have enough data and experiments planned for you to complete your PhD or MD(Res). The reviewers will provide guidance on any required further work, and areas to focus on.

Selecting your examiners
Where possible, the assessors for your LSR should be used again, as this provides consistency throughout your degree. However, if this is not possible then new assessors should be determined at least 6-8 weeks' prior to your assessment date. Your internal examiner should be someone from your section. Your external examiner can be anyone outside of your section (but can still be within Imperial). Please note that the College do not reimburse travel costs for external examiners for milestones assessments – only for final viva). Therefore, please bear this in mind when selecting your external examiner. Your supervisor can help you to identify the examiners, however you will need to organise the LSR date yourself.

Organising the LSR Viva
It is imperative for the following attendees to be present at your viva:
- One internal examiner
- One external examiner
- Your PGEC Rep
- At least one of your supervisors

You are required to contact your LSR attendees at least 6 weeks prior to your LSR deadline in order to set a date. We recommend to use something like Doodle Poll to help with this task. If one of your examiners is a member of the PGEC then an additional representative is not required. If any of these 4 attendees are not present, you will be requested to re-sit your LSR Viva.

Format of the Report
- You should submit your report to your examiners at least one month before your assessment, but it is worth clarifying with them to see if they would like to receive it beforehand.
- Your report should be 4 pages in length (excluding references and figures).
- The report summary must be fully referenced, and should focus on results obtained, interpretation and future work.

Oral Presentation
- The presentation of your work should last roughly 20 minutes in length (roughly 15-20 slides);
- Followed by roughly 20 minutes of questions by the examiners;
- Followed by 20 minutes of discussion amongst the examiners and feedback to the student.
- You should start by describing the progress which has been made as well as conclude with a plan of future work through to submission.
- The purpose of the review 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 and schedule.
One your viva is completed, ensure to get the LSR form signed off by the 4 attendees and return it to Jennifer Simeon as a single word or pdf document.

**Possible outcomes:**

- Pass and progress with Doctoral Degree Registration
- If undertaking an MD(Res), it may be decided your research is more suitable for a PhD. In this instance, it must be clearly agreed at the time of assessment and marked on the LSR paperwork.
- Re-Submit – if you have not demonstrated sufficient progress, you will be given specific targets by your assessor which must be met within the next 3 months. A resubmitted report and examination (if required) must be completed.
- MPhil – it may be decided at this point it would be more suitable for you to study for an MPhil award.
- Fail/Withdraw – It may be decided at this time that the best option would be to withdraw from the course.

**Forms required:** Late Stage Review form  
**Timing:** Viva completed between 24 months for full-time students, and between 48 months for part-time students. The form must be returned to Jennifer Simeon

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/research-programmes/)
Writing up Status

Research students yet to submit their thesis for examination by the end of the standard active research period are subject to a formal monitoring point to determine progress and eligibility to enter the writing up period. This formal monitoring point is known as a Progress Review.

To be considered eligible for entry to writing up, students must have successfully completed the progression milestone requirements for their PhD or MD(Res). This includes both the Early-Stage Assessment and Late Stage Review.

To be considered eligible for entry to writing up, students must have completed all experimental work and collection of material relating to their thesis and be in a position to submit their thesis within their writing up allowance.

As part of the Progress Review, students will normally be expected to demonstrate that all experimental work and collection of material relating to their thesis will be complete within the standard active research period allocated for their programme of study.

A student who still has experimental or data collection work to perform at this stage cannot move into writing up status. Students in this position will have their active research period extended and will be liable for full fees for the additional period. An extension to the active research period will not result in an extension to the thesis submission deadline procedure.

If you do not advise us of what you intend to do at the end of your minimum registration period, your student registration will lapse completely. You may lose access to ICT, facilities and/or VPN and online library access. It can be a very time consuming, lengthy process to get your student record back in order once your registration has lapsed. Therefore, it is strongly recommended to avoid this.

Please note, no experimental work or data collection can be completed once you enter writing up status. Your supervisor must agree to you entering writing up by completing the writing up form. Please note, once you enter writing up status you will no longer be charged tuition fees.

For further information please see the Registry pages on writing up.
4. Academic Support

Departmental Support and Faculty Senior Tutors

You will all be assigned a personal tutor, who will take a role in ensuring you are settling in appropriately. This personal tutor will be a member of the Department but will be external to the Division that you are based in. You may subsequently request an alternative tutor, for example if you prefer to have a tutor of the same gender.

You can discuss matters with your personal tutor that you would prefer not to raise with your own supervisor. However, they are not to be used as another supervisor, as they are different from your section and are unable to give you specific help with your projects.

You are strongly encouraged to arrange to meet your personal tutor within two months of your start date. You can use the Induction Form to help break the ice with your personal tutor, which contains useful questions to ensure you’ve made a good start to your degree and can be found here. Following your induction period, you can arrange to meet your personal tutor annually but you may wish to meet more regularly. It is not a requirement of the degree for you to meet with your personal tutor, but rather they should be utilised as a means of pastoral support.

Discussions you have with your tutor will remain confidential unless you have indicated that you would be happy for the DPS or other part to be informed. Any feedback on the performance of the Department (policies, procedures, etc.) should be submitted confidentially on the Form for Raising Student Concerns in the first instance.

Departmental Senior Tutor

Mr Christos Kontovounisios is the Senior Tutor for the Department. He is responsible for the pastoral care of students in Surgery and Cancer. He supports Personal Tutors and Supervisors in fulfilling their roles and provide additional guidance and oversight in more complex situations.

Senior Tutor

Dr Jeffrey Vernon is the Faculty Senior Tutor for Medicine. He is responsible for ensuring the delivery of consistent, high-quality support for students in the departments that sit within the faculty. He works closely with the College’s specialist support services and support Senior Tutors in fulfilling their roles. He also provides support directly to students who have more complex concerns or situations.
5. 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.

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:


A video tutorial for completion of the Examination Entry form can be viewed here.

Examiner Eligibility
The following regulations regarding the selection of examiners apply to Imperial College degrees:

- No supervisor, mentor or anyone who has played a significant advisory role in the candidate's research may be appointed to examine.

- No one who has held a grant jointly, published any papers jointly, jointly supervised or is part of the line management chain of one of the student's supervisors within the last 5 years may be selected as an examiner.

- The internal examiner should have previously examined a University of London (including Imperial College London) research degree. Otherwise, he/she must have supervised a research student to completion and assessed at least 3 ESA and/or LSR examinations.

- Honorary staff affiliated to Imperial College London are considered internal examiners.

- Although not recommended, someone involved in the student's ESA and/or LSR may examine the final thesis. In this situation, this must be stated on the examination entry form.

- Former Imperial College employees or students may not serve as the role external examiner until 4 years have elapsed since the left the College's employment and all students in the research group at the time they left have obtained their research degrees.

- External examiners may be drawn from academia, industry or other professions. Please note that the College will reimburse travel costs for external examiners at a maximum of £300 per viva. Therefore, anything in excess of this will need to be covered by your supervisor and/or Division.
• The overuse of individual examiners should be avoided.

**Examiner Approval**
Once your examiners have been approved by the College (please note this can take up to 4 months especially at busy periods), two emails will be sent by the Assessment Records team:

1. You will be sent an email to confirm the title of your thesis (this is the title you entered on your examination entry form). Please note that your final submission must have exactly the same title as this. This will be titled “Exam Entry and Thesis Title Confirmation”.

• Your examiners will be sent an email confirming they have been nominated as external examiners. Your supervisors and whoever you nominated as the person to organise your viva will also be copied into this email.

Instructions for examination entry can be found here:

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

**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 will be informed of the outcome.

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


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

- [www.imperial.ac.uk/graduate-school/remote-phd-supervision/](http://www.imperial.ac.uk/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: 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

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 Review or Assessment, Late State Research, or final thesis, as well as other publications and presentations throughout your studies, it is essential to avoid plagiarism.

An online course on plagiarism awareness is available through the Graduate School. The course is compulsory, and will provide you with guidance and information about proper citation and attribution in writing.

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

www.imperial.ac.uk/students/success-guide/pgr/progression-and-feedback/writing-reports-and-presentations/being-original-and-plagiarism/

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

www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/phd-students/

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.

**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 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 (which is illegal in the UK) 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 or a claim for mitigating circumstances.
6. College Policies and Procedures

Regulations for Students
All registered postgraduate research students of the College are subject to the Regulations for Students General Regulations, and the Academic Regulations that apply to your degree.

www.imperial.ac.uk/about/governance/academic-governance/regulations
www.imperial.ac.uk/students/terms-and-conditions

Unsatisfactory Engagement
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. If a student does not engage satisfactorily engage 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

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 the College’s approach to plagiarism is available on the College 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

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

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

The College’s policy on, and procedures for, the investigation of allegations of research misconduct:
Where a student completes taught module(s) as part of their research programme, they will also be subject to the Academic Misconduct procedures:

**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 College, and that the decisions of the Boards of Examiners 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:

**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](mailto:student.complaints@imperial.ac.uk)
- [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](https://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. This Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

- [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

**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.
The Graduate School provides training on Copyright:

www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/copyright-for-researchers-online-course/

**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/research-policies/research-related-policies/ip-policy-college-login/

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:

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

**Use of IT Facilities**
View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/

**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:

www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/gta-website/GTA-Framework_Updated-May-2021.pdf

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.

https://www.imperial.ac.uk/placements/information-for-imperial-college-students/
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
You should always agree your holiday arrangements with your supervisor in advance. In accordance with the rules laid down by the Research Councils, no more than eight weeks, including public holidays, may be taken in each year.

However, working without a break for seven days a week is likely to be less effective than hard work interspersed with some periods for rest and recreation. Research students are members of the College Students’ Union and are encouraged to participate in its activities; the Union has an active postgraduate group which holds regular social events and discussions.
**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/Privacy-Notice-for-Students-and-Prospective-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf)
7. 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:

 mı ¿www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research
8. 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

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.

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.

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.

www.imperial.ac.uk/study/pg/graduate-school/mediation/

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 DDO for Surgery and Cancer is Alison Cambrey

More information on Departmental Disability Officers is available at:

- www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/

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


**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 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 range of training workshops and our 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 our collection of almost 400,000 titles. If we don’t have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

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

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.

https://www.imperial.ac.uk/students/international-students/
The Student 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 Records and Data 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 and examinations**

- **Phone**: +44 (0)20 7594 7268
- **Email**: student.records@imperial.ac.uk

**Degree certificates**

- **Phone**: +44 (0) 20 7594 7267
- **Email**: certificates@imperial.ac.uk
10. 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

Move Imperial
Imperial College 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

With an annual fee of £35 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 MoveMore campaign, more information can be found at:

www.imperial.ac.uk/sport/move-more/
11. 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

Your 2022/23 student representatives are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hadi Alagha</td>
<td>Surgery</td>
<td><a href="mailto:m.alagha18@imperial.ac.uk">m.alagha18@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Jordan Fletcher</td>
<td>Surgery (St Mark’s)</td>
<td><a href="mailto:jordan.fletcher@nhs.net">jordan.fletcher@nhs.net</a></td>
</tr>
<tr>
<td>Daniel Liu</td>
<td>Cancer</td>
<td><a href="mailto:daniel.liu08@imperial.ac.uk">daniel.liu08@imperial.ac.uk</a></td>
</tr>
<tr>
<td>David Hohenschurz-Schmidt</td>
<td>APMIC</td>
<td><a href="mailto:d.hohenschurz-schmidt19@imperial.ac.uk">d.hohenschurz-schmidt19@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Humma Hussain</td>
<td>APMIC</td>
<td><a href="mailto:h.hussain@imperial.ac.uk">h.hussain@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

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
12. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to give your feedback on your College 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 your experience of supervision; resources; research community; progress and assessment; skills and 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. PTES is run bi-annually at the College. The survey is confidential. The more you 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](http://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](http://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](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)
13. 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/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 is responsible for delivering the College’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 College’s 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 provides you with an opportunity to work 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 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/
14. 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 Wi-Fi, 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